

# BISHOP WORDSWORTH'S SCHOOL

## PASTORAL CARE POLICY

### Notes:

1. *'Parent(s)' includes guardian(s) or any person who has parental responsibility for the pupil or who has care of him.*
2. *'Is to', 'are to' and 'must' are obligatory. 'Should' is not obligatory but is best practice and is to be adhered to unless non-compliance can be justified.*

### POLICY

1. To promote throughout the Bishop Wordsworth's School (the School) community a caring, friendly and safe environment where all are valued.
2. To enable pupils to develop academically, emotionally, physically and socially to realise their potential.
3. To strive to develop within each pupil a spirit of unselfishness and community allied to a sense of responsibility, self-confidence and self-reliance.
4. To encourage each pupil to play an active part in the wider aspects of School life and to respond with sensitivity to the wider community beyond School.

### PROCEDURE

5. To fulfil this Policy, the pastoral structure involves all staff, both teaching and support, with tutors and mentors playing a key role in supporting pupils. It is recognised that each pupil has individual needs whether these be temporary or permanent, academic, emotional, physical, or social. Staff are to endeavour to respond immediately and sensitively, to pupils who are experiencing challenges, by giving appropriate support. When necessary, the School's Behaviour Policy is to be implemented to ensure that the appropriate management and actions take place to help resolve issues.
6. The key aspects of the pastoral structure are as follows:
  - a. To promote courtesy and consideration towards others by fostering a spirit of tolerance and awareness by encouragement and example.
  - b. To value each individual pupil whilst, where necessary, reconciling the individual's needs with those of the wider School community by the application of the School's behaviour policy.
  - c. To monitor the academic, emotional, physical and social development of each pupil by promoting close liaison between pupils, academic staff, tutors, mentors, Senior Tutor, Pastoral Support Officer, Heads of School and parents.
  - d. To promote close co-operation between the School and parents.

- e. To report regularly to parents in writing and to meet parents at scheduled parents' meetings.
- f. To be accessible to parents at all other reasonable times.
- g. To work closely with external agencies such as, the Educational Welfare Officer (EWO), higher education, employers etc.

7. Safeguarding concerns are to be passed to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead rather than to members of the pastoral team.

## **MONITORING**

8. This Policy is to be monitored at the termly meetings of tutors with the appropriate Head of School.

## **EVALUATION**

9. The Leadership Team is to evaluate this Policy annually.

10. This Policy was agreed by Governors on 11 July 1995, and last reviewed on: (dates in ( ) indicate no amendments): 21.05.96, 13.05.97, 12.05.98, 11.05.99, 09.05.00, 08.05.01, .05.02, 01.07.03, 04.05.04, 03.05.05,(09.05.06) (05.06.07), 14.7.09, (08.06.10), (13.06.11), 14.06.12, (13.06.13), (19.06.14), 30.6.15, 29.06.16, 27.06.17, 03.07.18, 26.06.19

## **See Also:**

1. Behaviour Policy.
2. Careers Policy.
3. Special Education Needs Disabilities & Medical Conditions Policy.
4. Curriculum Policy.
5. Reporting Policy.
6. Home-School Liaison Policy.
7. Education Policy.
8. The Role of the Tutor.