

BISHOP WORDSWORTH'S SCHOOL  
**PASTORAL CARE POLICY**

**Notes:**

1. *'Parent(s)' includes guardian(s) or any person who has parental responsibility for the student or who has care of him/her.*
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 students to develop academically, emotionally, physically, and socially to realise their potential.
3. To strive to develop within each student a spirit of unselfishness and community allied to a sense of responsibility, self-confidence, and self-reliance.
4. To encourage each student 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 students. It is recognised that each student has individual needs whether these be temporary or permanent, academic, emotional, physical, mental or social. Staff are to endeavour to respond immediately and sensitively to students 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 respect, tolerance and awareness by encouragement and example.
  - b. To value each individual student 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, mental and social development of each student by promoting close liaison between student, 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 may be passed to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead rather than to members of the pastoral team, if to do so is deemed more appropriate in the individual circumstances.

## **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. It was agreed by Governors on 11 July 1995 and last three years' review history is below:

23 <sup>rd</sup> June 2022	Minor updates
20 <sup>th</sup> June 2023	Minor updates
18 <sup>th</sup> June 2024	Minor updates

### **See Also:**

1. Child Protection and Safeguarding Policy.
2. Behaviour and Discipline Policy.
3. Special Education Needs Disabilities & Medical Conditions Policy.
4. Curriculum Policy.
5. Assessment, Recording, Marking, Feedback and Reporting Policy.
6. Home-School Liaison Policy.