



PASTORAL CARE POLICY

Including Early Years Foundation Stage

The happiness and well-being of our pupils is of paramount importance at the school. A happy child is a productive child and it is the duty of all staff to help ensure that our pupils are well cared for. The person most responsible for the pastoral care will usually be the form teacher. However in some cases, particularly in Years 5 and 6 where the child might spend a considerable amount of contact time with other teachers, it might well be that a subject teacher is the person he or she turns to. This is a strength of the system, but it is important that the form teacher is kept informed of any matters of concern.

The Role of the Form Teacher in Pastoral Care

Form Teachers are responsible for the pastoral care of their pupils. They should make every effort to get to know the pupils in their charge and monitor their academic and general progress. Form Time can be of great value in allowing Form Teachers an insight into the lives of their pupils, and it is important that as classes move up the school teachers communicate to allow for a smooth transition. Form time should also be used for monitoring homework diaries. Form Teachers should ensure that they are aware of any factors that have influenced the child's development through the school. The principal ways of preparing for this are:

- a. consult with the child's previous Form Teacher.
- b. have a look at the child's file. (These files are kept in the school office and are always available should staff wish to consult them).

One of the principal roles of the Form Teacher is to show an interest in what a child is achieving both in and out of school. It is important that all our pupils know that their efforts are being noted; a little praise can work wonders. The Community Awards Scheme is there to allow Form Teachers to give public recognition to a pupil's positive behaviour.

Concerns

There might be many reasons why a Form Teacher has concerns about one of the pupils in their form. It might be that they have grown very quiet, that they are having arguments with their peers or that there has been a marked decline in the standard of their work.

1. Talk with the pupil (though staff should never be in a closed room with a pupil on their own).
2. Discuss your concerns with other staff (the staff briefing is often a good time for this).

3. Gently prompt other pupils or indeed school prefects who might have observed things on the playground.
4. Discuss the pupil with the Headteacher, Deputy Headteacher or Head of Infants.
5. If the Form Teacher has worries concerning Child Protection issues they should follow the procedure laid out in the Child Protection Policy.

Form Teachers might well feel that it is appropriate to contact a child's parents about their concerns. Prompt and appropriate intervention of this nature can often prevent a relatively minor issue developing into a major concern. However they should inform the Headteacher or Deputy Headteacher first and make a written record (however brief) of any meetings or phone calls with parents unless they are of the most informal nature.

A full Form Teacher job description will be given to all teachers who undertake this vital role (with a special description for Early Years).

Holiday Club

Concerns must be directed to the Holiday Club Manager who will follow the above procedures as appropriate.

C D M Gatherer
Headteacher

Reviewed: October 2017
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