

## ST HELEN AND ST KATHARINE

### PASTORAL CARE POLICY

#### **Mission Statement**

“Founded on Christian values, our goal is to enable every student to discover and develop her own strengths. We seek to encourage the aspiration to achieve both academically and beyond the classroom, and we aim to develop in all our students the self-belief and confidence that will equip them for life”.

The School’s pastoral care structure plays a vital role in the pursuit of these aims. At St Helen’s we consider that every member of staff from all constituent parts of the staff body have an important role to play in supporting students pastorally.

#### **Pastoral Care Structure**

The formal structure of support is as follows:

Lead Form Tutors are responsible for the day to day welfare, personal and academic development of the students in their tutor group assisted by their Support form tutor (see Form tutor job description in the Staff Handbook).

Heads of Section supported by their Deputy Head(s) of Section are responsible for maintaining an overview of the pastoral and academic welfare of students in their section, by:

- Having a detailed knowledge of the students in their care.
- working with and advising their pastoral team and teaching staff to support students
- keeping personal records of students in their section and ensuring that they are updated regularly
- keeping Director of Students and Headmistress informed of pastoral matters as appropriate
- liaising with school nurse, school counsellor, school chaplain, parents and outside agencies as appropriate

The Head of Junior Department (HoJD) has this responsibility for Years 5 and 6.

The Director of Students takes responsibility for the welfare of the students including safeguarding issues in consultation with Heads of Section. They have the overview of pastoral care in the school and ensuring that the provision reflects the needs of the students.

The Headmistress has overall responsibility for the pastoral welfare of every member of the school community.

There are also additional staff available to give specialist support:

The School Counsellors are available for individual or group consultations, self-referred by students or referred in through Heads of Section with the agreement of the student.

The Health Centre provides medical support for students in emergency situations and daily support for those with ongoing medical conditions.

The School Chaplain is available for students to talk to with particular expertise in supporting them in talking about their spiritual welfare.

There are also formal structures of peer support with members of the Lower Sixth volunteering to mentor Year 11s through their GCSEs and other members of the Lower Sixth forming the Student Support Team, focusing on settling new students into the school and providing wider support for their peers.

## **Strategies for Pastoral Care**

### **1. Induction of new students**

Induction days are run for all major entry points to the school; Years 5, 6, 7, 9 and L6. For students entering Years 5, 6, 7 and L6 there are two sessions, one towards the end of the Trinity term and one immediately before the start of the new academic year. These provide opportunities for new students to meet existing students and form tutors as well as familiarising themselves with the school facilities. Those entering in Year 9 join existing members of Year 8 for an Induction afternoon towards the end of the Trinity term. This allows students to meet in their new tutor groups and get to know their new Lead Form Tutor and Support Form Tutor through a series of team building activities. Individual students entering the school in other year groups are supported by the students in their form and are closely monitored by their Form Tutor team, Deputy Head of Section and Head of Section/HoJD.

### **2. Tutor Groups**

At the start of Year 7 all students are placed in a tutor group of up to 25 students. Allocation of students takes into account existing friendships whilst spreading larger groups from feeder schools and our own Year 6 equally amongst the forms. The geographical area from which students come is also taken into account.

These tutor groups together with new entrants are redistributed at the end of Year 8 to form groups of up to 26, prior to entry into Middle School.

Sixth Form students are divided into smaller groups of 10 - 12 on an alphabetical basis.

A Form Tutor meets the form twice daily for registration and for a twice weekly form period. In Years 7 – 11 the Lead Form Tutor is assisted by the support tutor for the form. Every student has a personal interview with her Lead Tutor, or Support Tutor, at least once per term (at least half termly for Sixth Form), at which they evaluate academic, pastoral and extracurricular progress, discuss any problems and set objectives where appropriate. Individual report reading with the Lead Form tutor or Support tutor takes place after reports have been written.

### **3. Liaison with parents**

Formal communication with parents on students' progress takes place routinely through reports and Parents' Meetings. Lead Form tutors are the first point of contact for parents

who will liaise with the Deputy Head(s) of Section or Heads of Section/Head of Junior Department over any communications.

#### **4. Opportunities for personal development**

There are opportunities for students in all years to develop leadership and organisational skills through holding positions of responsibility in forms, assisting with charity events and involvement in extracurricular activities. Form leaders are elected by each form in the school once per term and undertake a range of duties. All Sixth Form students have to undertake one area of responsibility as part of their school commitment. House Leaders are appointed in each year group under the leadership of House Prefects in the Sixth Form. In addition a team of school Prefects are elected every year and they take an active role in supporting many whole school activities.

From Year 9 upwards students may participate in the Duke of Edinburgh's Award either progressively through the levels or by direct entry to higher levels. The School also offers opportunity to take part in the Young Enterprise scheme in Year 10 and L6, both of these promote the development of the individual as part of a team.

School Council gives the opportunity for year group representatives to contribute to the organisation and life of the school and to participate in decision making.

Students are encouraged to keep a record of their interests and achievements in their Record of Achievement (Middle School) and Experience and Challenge folders (Sixth Form).

Policy last reviewed ..... June 2017  
Next review due..... June 2019  
Person responsible for review .....Director of Students  
Audience ..... Staff/Parents