



HALSTEAD ST ANDREW'S  
SCHOOL

# PASTORAL CARE POLICY

## INCLUDES EYFS

Policy Date	August 2023	J Spooner
Next Review Date	August 2024	

Halstead St Andrew's Preparatory School places key importance on the pastoral care of pupils; we know and value each child as an individual. Our Christian ethos is reinforced through our positive approach to pastoral care and aims to enable our pupils to feel safe, secure and respected at School; support is given as they develop self-esteem, confidence, independence and a sense of responsibility.

We actively promote a strong working relationship with parents to deal with any problems that may affect pupils at School or at home. Our open-door policy encourages parents to let us know of any concerns they may have about their child. This policy has been developed to support children with the influence of technology in their lives, to create strong links between home and School, to maximise learning and to ensure a safe, secure and happy environment for all pupils.

This policy should be read in conjunction with the School's Behaviour Policy, Anti-Bullying Policy, and Child Protection (KCSIE) Policy.

Through its provision for pastoral care Halstead St Andrew's aims to:

- foster positive attitudes
- be a school where the well-being of everyone is the prime concern of each member of our community
- be a school in which children can realise their full potential
- promote pupils' personal and social development
- provide a safe, secure, stimulating, and enriching environment where everyone can enjoy best possible health and well-being
- encourage pupils to develop into responsible, active members of their community
- promote and support emotional intelligence
- enable children to develop her own individuality whilst also learning that we have responsibility to others
- ensure a values based PSHCE/RSE curriculum to provide a sound moral basis for life
- provide equal opportunities for all pupils regardless of ability, religion, race, culture or gender
- encourage tolerance and understanding between all members of the School community
- teach that endeavour, kindness, positivity and respect will always be valued
- develop in our pupils an understanding of responsibility
- foster a community in which everyone helps each other and looks after our environment
- promote Fundamental British Values
- ensure children know who they can go to for help and support
- ensure children from Year 3 know how to access Childline for support

## **Responsibilities**

### **The Head**

The Head has ultimate responsibility for the provision and implementation of pastoral care. They ensure that related policies are reviewed and updated and that agreed procedures are followed.

## **The Head of Pre-Prep, Deputy Heads, EYFS Pastoral Lead and Heads of Years**

The Head of Pre-Pre-Prep, Deputy Heads, EYFS Pastoral Lead and Heads of Years are responsible for overseeing pastoral care in their assigned area of school and report to the Head or Deputies. Their responsibilities include:

- Overseeing, co-ordinating and supporting the pastoral work of staff
- Overseeing the development of pupils including their physical, intellectual, emotional, spiritual, social and moral development
- Ensuring high standards of behaviour and that pupils adhere to the School's Behaviour Policy and Anti-bullying Policy and demonstrate the school values wherever possible.
- Ensuring that staff use both praise and sanctions appropriately to support children's personal development.
- Supports the Director of ICT in ensuring that e-safety is taught and understood by pupils
- Support all staff in safeguarding matters
- Liaises with Form Teachers, First Aiders and the Head when contacting parents with issues concerning individual children
- Oversees the role of Form Teachers, as relevant to pastoral care
- Is available to parents to discuss pastoral concerns
- Discusses with the Head any major areas of difficulty or concern and keeps them informed of general pastoral matters within the School.
- Ensures children receive independent support, such as a counsellor or ELSA (Emotional Literacy Support Assistant) as required.

## **Form Teachers**

Form Teacher's responsibilities are to implement fully the School's policies and procedures in relation to the pastoral care of children in their Form. The pastoral care structure or net begins at Halstead St. Andrew's with the form teacher and moves onto include all those staff, both teaching and non-teaching, with whom the child will come into contact. However, the form teacher retains the "primary" position in this structure. From Year 2 all children are part of a House. The House staff also have a role within this structure.

Form Teachers are expected to:

- monitor academic progress against both prior attainment and potential
- monitor attendance, punctuality, behaviour and appearance
- monitor children's emotional and physical well-being
- monitor individual target setting and personal development
- contribute and support the PSHCE/RSE programme
- liaise with parents about pastoral matters
- monitor and pass on to the Head of Pre-Prep, EYFS Pastoral Lead, Deputy Heads, Head, any safeguarding, equal opportunities, or bullying issues as appropriate
- register their Form in accordance with DfE regulations
- organise the election of the Form's School Council and Eco-Council members
- accompany the Form to assemblies, taking responsibility for their behaviour
- take responsibility for the Form in the event of fire or other emergency.

**Assistant Form Teacher's responsibilities:**

The role of the assistant is to help with the care of the form and to take responsibility for the pupils if the Form Teacher is absent, providing consistency in approach.

**All teachers**

All teachers are to:

- maintain a disciplined but supportive environment where each girl is valued and taught to value others – this includes maintaining a tidy classroom and respecting property
- liaise with parents and other subject teachers about individual pupils as necessary
- contribute to the weekly staff meeting about pupils of concern
- take turns on duty, be vigilant and pass on any relevant comment to the form teacher
- Follow the School's reward system consistently.

**All staff**

All staff are responsible for:

- promoting and safeguarding the health, welfare and safety of young people
- working in partnership with parents, support staff and other relevant professionals
- being a listening ear if a pupil has a concern
- applying the Behaviour and Anti-bullying Policies
- recording pupil concerns and parent meetings
- contributing to the weekly discussions of pupils of concern in the weekly staff meeting
- monitoring absence and establishing the whereabouts of any pupil if necessary

**Office and Administration Staff**

Office staff are required to:

- follow up any unexplained absence by contacting parents
- give First Aid to pupils as required and to record any visits to the Office for medical reasons.