

PASTORAL CARE

WHY DO WE HAVE THIS POLICY?

The ethos of Notre Dame Catholic College is realised in its day to day living and should be reflected in all areas of our school life. The pastoral system in the school is concerned with the individual needs of pupils and staff and seeks to be affirming, strengthening and healing for each person. It endeavours to ensure tolerance, respect, understanding and a sense of fairness for all those in our community and to encourage all of our pupils to have a positive self-image, so that they may make maximum personal and academic progress.

PURPOSES

- ❖ to enable staff and pupils to participate responsibly in all areas of their life in school in a spirit of mutual trust, respect and concern for each other
- ❖ to provide a consistent, structured environment, throughout all they key stages, in which pupils can make decisions and be positive about themselves
- ❖ to enable pupils to take responsibility for their decisions and to empower them to manage their own behaviour
- ❖ to provide a structure of care which involves outside agencies when necessary in order to obtain the best possible support for individual pupils
- ❖ to work in partnership with parents/carers to enable pupils to progress
- ❖ to support pupils to reach their full potential
- ❖ To provide the necessary support and training for staff in order to enable them to provide the best possible pastoral care for our pupils.

HOW DOES THE SCHOOL RESPOND?

- ❖ The Headteacher who works closely with Pastoral Assistant Headteachers is the first point of contact for any parental complaints. This allows the Headteacher and Assistant Headteachers to have an overview of any parental complaints and ensure that the complaint is dealt with by the appropriate person.
- ❖ All parents/carers will be contacted by nominated staff to give up to date information at key times of the year on how the pupil is coping both with the academic and the social demands of school. This contact provides an avenue

Creation date:	Version	Reviewed without change by	Last Approved:	Approval date:	Review date:	Pages
November 2011	3	EB/AC/July 2016	15.10.2015	20.10.2016	July 2017	Page 1 of 5

for parents/carers to engage with school over any areas of information or concern.

- ❖ A personalised programme of intervention is arranged for those pupils who require extra support. When necessary some pupils will be allocated a member of staff who will meet with them for a 1:1 meeting as needed, to address issues that are acting as a barrier to their learning.
- ❖ The first point of reference for any pupil is her/his Form Tutor. Since a pupil's progress may depend on her/his attitude to the school and since this attitude is often dependent on matters falling within the responsibility of the Form Tutor, the role of the Form Tutor is an extremely important one.
- ❖ Heads of Year have overall responsibility for the pastoral care of pupils in their years. They meet regularly both formally and informally with their Form Tutors, Heads of Departments, Assistant Heads of Year and Assistant Headteachers to monitor the quality of pastoral care and take action as necessary.
- ❖ Heads of Departments deal with those matters which involve pupils in their own departmental areas and liaise with Heads of Year, when appropriate.
- ❖ Assistant Headteachers, supported by other members of the Senior Leadership Team, are responsible for the coordination of all aspects of pastoral care in Key Stages 3, 4 and 5.
- ❖ The system of pastoral care at Notre Dame Catholic College embraces the discipline structure but is not synonymous with it.
- ❖ Pupils should be treated in a positive way and the process should be seen by all concerned to be fair. Every opportunity is taken to recognise success.
- ❖ Outside agencies will be involved when necessary and appropriate.
- ❖ Restorative practices will be adopted by trained colleagues when appropriate.
- ❖ In addition to the pastoral system the social and emotional aspects of learning (SEAL) will be developed through the PSHCE curriculum.
- ❖ Without exception, colleagues are required to act responsibly, guard against the pitfalls of encouraging pupil confidences and seek help when faced with sensitive issues.

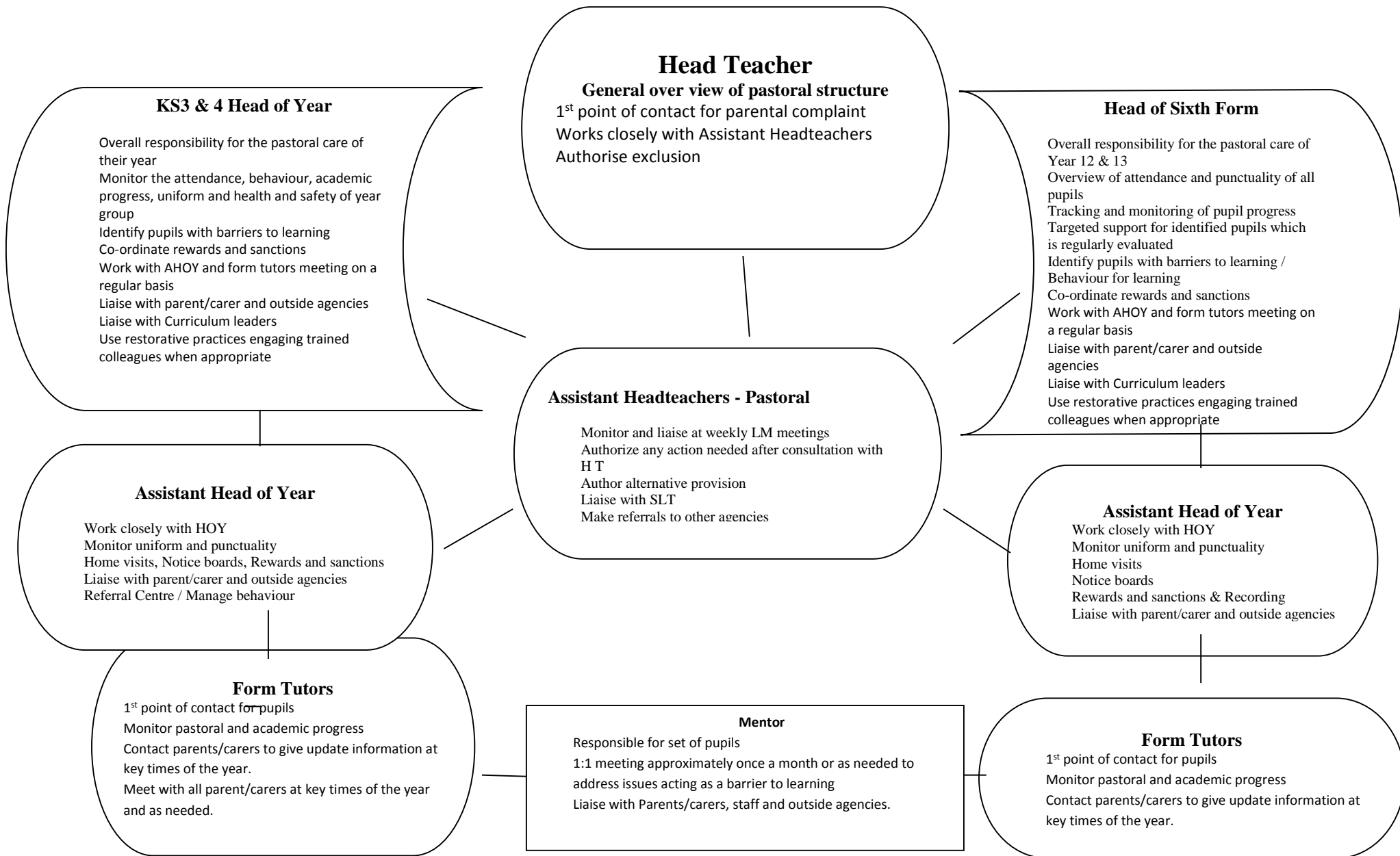
Creation date:	Version	Reviewed without change by	Last Approved:	Approval date:	Review date:	Pages
November 2011	3	EB/AC/July 2016	15.10.2015	20.10.2016	July 2017	Page 2 of 5

MONITORING AND EVALUATION

The system of pastoral care at Notre Dame Catholic College is one in which the expertise of staff provides positive support for each pupil as an individual and as a member of the community. The pastoral development plan is reviewed and revised annually. Our policy is revised annually in order to ensure the very best educational provision for the pupils entrusted to our care.

Please see Pastoral diagram structure attached.

Creation date:	Version	Reviewed without change by	Last Approved:	Approval date:	Review date:	Pages
November 2011	3	EB/AC/July 2016	15.10.2015	20.10.2016	July 2017	Page 3 of 5



Creation date:	Version	Reviewed without change by	Last Approved:	Approval date:	Review date:	Pages
November 2011	3	EB/AC/July 2016	15.10.2015	20.10.2016	July 2017	Page 4 of 5

Creation date:	Version	Reviewed without change by	Last Approved:	Approval date:	Review date:	Pages
November 2011	3	EB/AC/July 2016	15.10.2015	20.10.2016	July 2017	Page 5 of 5