

# Pastoral Care Policy

## Bablake Senior School

<b>Author</b>	Designated Safeguarding Lead
<b>Version Number</b>	1.1
<b>Approval Date</b>	<b>September 2023</b>
<b>Approved By</b>	Head
<b>Date of Last Review</b>	September 2023
<b>Review Cycle</b>	Annually (Or sooner if required)
<b>Date of Next Review</b>	<b>Autumn 2024</b>
<b>Date of Next Approval</b>	Autumn term 2024

<b>Published To</b>	<input type="checkbox"/> CSF Website <input checked="" type="checkbox"/> School Website <input checked="" type="checkbox"/> Shared Staff Area <input type="checkbox"/> ISI Portal <input checked="" type="checkbox"/> Available to Parents
---------------------	--

### VERSION HISTORY

Version Number	Amendment(s) Or Formal Review	Date [Month/Year]	Summary of change(s)
1.0	Formal Review	September 2023	Formal Review and Approval.
1.1	Update	April 2024	New branding, minor formatting [no core content change].





## Table of Contents

1	Introduction.....	3
2	Pastoral Aims.....	3
3	'Pastoral Hub' and Team Personnel .....	4
	<b>Appendix A: Whom Should You Contact?.....</b>	<b>5</b>



## PASTORAL CARE

### I Introduction

Concern for the individual child has always been of paramount importance at Bablake. It is our objective that every pupil has the opportunity to fulfil his or her potential, whether in the academic, artistic or sporting fields, or in the myriad of co-curricular activities that are available. At the same time, we seek to develop in them a strong sense of moral responsibility and a set of beliefs that can guide our pupils through their lives.

Tutors are at the heart of the pastoral system. On entering the school each child is assigned to a tutor group, and these groups are deliberately chosen to be a mixture of boys and girls of different abilities.

A tutor is likely to stay with that group for two years as they settle into secondary school life, so he or she will get to know each child, and their parents, really well.

Changes in tutoring occur prior to the start of GCSE options choices in Year 9 and again for the final two years in Sixth Form. The Form Tutor is the main point of reference for all academic and pastoral matters, establishing two-way communication with families to ensure vital links are maintained between home and school.

As well as carrying out regular target setting and evaluation discussions with each pupil, the tutor is always available to discuss problems of any kind that may concern the child. They also celebrate success with them and are on hand to give advice on the vital decisions that students and their parents must make throughout their school career.

### 2 Pastoral Aims

To this end our Pastoral system works towards achieving the following aims:

1. To empower pupils with the basic skills, experiences, knowledge and attitudes that are required for work and leisure in a rapidly changing society and encouraging them to be active, confident and responsible members of society and the school community.
2. To enable pupils to become progressively more responsible for their own:
  - personal development;
  - social development;
  - health and wellbeing;
  - academic progress.
3. To produce an atmosphere in which all pupils are confident that they:
  - are well known;
  - are safe;
  - are valued;



- are respected;
  - have their progress regularly checked and reported on;
  - are set realistic but challenging targets.
4. To contribute towards the maintenance of good behaviour and an orderly, respectful atmosphere in the School and more specifically, ensuring that pupils reach their true academic potential.
  5. Offer sympathetic and effective guidance and counselling to the pupils when it is required
  6. To offer suitable pastoral training programmes for all teachers and to actively involve all teachers in the pastoral system
  7. To contribute towards strengthening the links between parents and the School and recognising that the education of Bablake pupils is a shared task involving positive contributions from parents/guardians, pupils and teachers.
  8. To contribute towards strengthening the links between the community and the School.

It is recognised that whilst the Form Tutor coordinates the majority of low level matters around the child's needs, there will be occasions where the wider pastoral team will need to be deployed. There are a number of instances when this might occur, for example:

- an unexpected behavioural incident during the school day;
- an unexpected incident at home e.g. bereavement, family illness, domestic issue;
- email or telephone call from home during the working day when the form tutor is teaching;
- child seeking emotional/social support during the school day;
- a trigger during the school day that leads to the child feeling overwhelmed, anxious, upset.

This list is not exhaustive but serves to illustrate school's intention to respond to unexpected need as well as proactive intervention programmes such as self-esteem, revision skills, mental health strategies. Pupils can also seek support via the school intranet or via their year TEAM using the 'Call it Out' form. Pupils are regularly reminded that if they are worried about themselves or are worried about a friend, then they can share their concerns with a trusted adult in person or via the online form.

### 3 'Pastoral Hub' and Team Personnel

School has a dedicated space for its pupils called the 'Pastoral Hub' and it serves as a safe, discrete space for pupils to retreat to when feeling vulnerable. The hub is permanently





Bablake

Page 5 of 6

Pastoral Care Policy, VI.1

staffed with an administrator and Deputy DSL and the wider pastoral team is managed by the Deputy Head Pastoral and Senior Designated Safeguarding Lead.

The team includes the following personnel:

- x3 DDSLs
- School Nurse
- Head of Life Choices
- Head of Learning Support
- Learning Support Assistants x3
- Heads of Year x8
- School Chaplain
- School Counsellor (3 days per week)
- Form Tutors (11 – 18)

#### **Appendix A: Whom Should You Contact?**

Parents are provided with the following [table](#), that helps guide them on who is the most appropriate professional to liaise with dependent on need (see overleaf).

**Coventry School Foundation**

Kenilworth Road, Coventry, CV3 6PT

T: 02476 271 300

Coventry School Foundation is a registered charity (charity number: 528961) with a corporate trustee, Coventry School Trustee Limited, a company limited by guarantee registered in England and Wales under company number 10138291, whose registered office is Kenilworth Road Coventry CV3 6PT





Appendix A

**Do you have a concern? Whom should you contact?**

**Form Tutor** Staff email addresses are their initials followed by @csfoundation.org.uk (staff initials are listed on the school website)  
**Head of Year** Staff email addresses are their initials followed by @csfoundation.org.uk (staff initials are listed on the school website)  
**Subject Teacher** Staff email addresses are their initials followed by @csfoundation.org.uk (staff initials are listed on the school website)  
**Head of Department** Staff email addresses are their initials followed by @csfoundation.org.uk (staff initials are listed on the school website)  
**Pupil Services** pupilservices.bablake@csfoundation.org.uk  
**School Nurse** nurse.bablake@csfoundation.org.uk

**Safeguarding** pastoralhub.bablake@csfoundation.org.uk  
**Learning Mentors** learningmentors.bablake@csfoundation.org.uk

Form Tutor	Subject Teacher	Pupil Services	Head of Year	Head of Department	School Nurse	Learning Mentors
Family/Bereavement	Difficulty with subject knowledge and understanding	Lateness or absence during school day (*)	Bullying concern (across more than one tutor group)	Concern regarding learning and teaching (by subject)	Prescribed medication to be administered at school	Safeguarding (see bespoke email address listed above)
Unhappiness/anxiety/low mood/change in behaviour/eating habits	Unable to complete homework	Lost item	Friendship issues (outside tutor group)	Unresolved issue following a dialogue with the child's subject teacher	Updates or changes to prescribed medication	Direct 121 or group support (parents will have been notified and can liaise directly for feedback)
Friendship issues	Request for additional support with subject matter	Need to get urgent message to child	Several or overall concerns regarding grade/full report		Concerns following injury/ill-health	
Bullying concern (within tutor group)	Subject query regarding grade/full report	Child has forgotten bus money	Concerns regarding learning and teaching across several subjects		Enquiries regarding routine vaccinations	
Co-curricular enquiry	Subject detention					
Pastoral detention						
Incident outside of school that is likely to impact on child's emotional needs						
UCAS/Careers Advice (Sixth Form only)						
<b>Finance</b>	Contact fees@csfoundation.org.uk					
<b>Catering</b>	Contact Marsha Messam, Holroyd Howe Catering Manager (mmessam@csfoundation.org.uk or 02476 271 251) regarding school meal or meal payment queries					
<b>Transport</b>	Contact the Transport Manager on TM@csfoundation.org.uk					

(\*) **Absence** – Only the Headmaster can grant permission for your child to be absent from school for a whole day or more. Permission should be sought at least two weeks prior to the intended absence and before committing to any travel arrangements.