



Pastoral Care Policy (Pupils)

St. Francis' College

September 2025

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Introduction

The 'College' refers to all the staff and pupils of the Prep Department and Senior School which includes Early Years Foundation Stage (EYFS), Prep (Key Stage 1 & 2), and Senior School (Key Stages 3-5).

This policy aims to inform parents.

Statement of Core Values

St. Francis' College provides an environment of excellence and care for each member of its community. We demonstrate our valuing of each person through respect, truth, compassion and challenge. We foster excellence through the highest standards in our teaching, learning and pastoral structures and programmes. Each individual contributes to and benefits from our community of excellence and care.

Pastoral approach in our College

St. Francis' realises its core aims and goals through a variety of means, none more important than our pastoral support given through the year group system. We understand Pastoral Care as 'an approach to education which endeavours to value and develop each member of the College community. It promotes learning and personal development at every level'. This approach animates the nature of our pastoral care provision. Pastoral Care is most effective when it is fully integrated into the College's daily routines, its curriculum and its extra-curricular activities. As such, there is consistent collaboration between pastoral and academic teams.

In the Sixth Form, tutor groups are set vertically. This enables groups to be more equal in size and ensures that pupils can be supervised by the tutor best able to advise them on their likely degree and career path. More attention is given to individual UCAS applications and a broader enrichment programme is provided.

Each member of the College community has access to the relevant pastoral structures and procedures; each is also invited to play their part in contributing to the pastoral ethos of the St. Francis' College community through involvement in the House System, charity events, student voice, assemblies, Chapel, whole school events and Student Council.

The Pastoral Care policy works alongside a range of related policies and 'Keeping Children Safe in Education'. We recognise the pastoral needs generated by online technology, child-on-child abuse and demands on mental health. Staff receive regular training in order to support students.

More than anything else, we seek to nurture positive relationships as the core resource in developing a pastoral approach. This policy endeavours to put in place the framework necessary to underpin and support this approach. The policy will address the following areas:

- Pastoral role: definitions and responsibilities
- Pastoral programmes
- Pastoral procedures
- Resources and professional development
- Monitoring and evaluation

- Communications with parents/guardians

1. Pastoral Roles: Definitions and Responsibilities

At the centre of the pastoral framework are the pastoral roles of Form Tutor, Head of Year, Pastoral Support Officer, School Nurses, Counsellor and Independent Listener. We recognise that each contributes to the pastoral nature of the College community. We also recognise that other key roles in the College carry significant pastoral dimensions and responsibilities – such as Head, Deputy Head, Assistant Head Pastoral, Director of Studies, Head of Sixth Form, Head of EAL, Head of Boarding, Director of Inclusion, Individual Needs Coordinator and More Able Coordinator. The Assistant Head Pastoral is in charge of the pastoral system and acts as DSL. In this section we deal with the roles of the Tutor and Head of Year. It is the policy of this College that in relation to each of these roles, the following applies:

1.1. Tutor

- Each Tutor group has two tutors. This is an opportunity to work closely with a colleague, share best practice and offer high quality pastoral care.
- Every Form Tutor is responsible for the general welfare and progress of all the pupils in the Form. The Form Tutor should try to foster a good Form spirit which will contribute greatly towards loyalty to the College and a proper attention to work and discipline.
- Form Tutors should undertake the day-to-day problems of the Form, but major difficulties should be referred to the Head of Year, Assistant Head Pastoral or Deputy Head.
- The Tutors will meet the Form every morning for registration and every afternoon at 3.50.
- The Tutor plays a major part in the induction programme.
- The Tutor will have access to the relevant information on the pupils in the Form.
- The Tutor will meet with each member of the tutor group for a wellbeing review and to set targets in line with the Assessment Policy and the half termly tracking system.
- Tutors are responsible for ensuring that pupils adhere to the Charter of Respect.
- Tutors are responsible for monitoring the tracking grades and informing parents if grades are of concern.

1.2. Head of Year

- The Heads of Year are responsible for the pastoral and academic overview of the year group. They are expected to support the College ethos at all times and will liaise closely with and report to the Assistant Head Pastoral. Heads of Year work closely with and line manage the tutors in their year groups.
- The Heads of Year assume responsibility for pupils: follows up incidents, maintains detailed records on iSAMS and in pupil files.
- The Heads of Year meet with parents as required, sometimes with the Tutor or Assistant Head Pastoral present.
- The Heads of Year arrange sanctions (in line with the Behaviour and Discipline Policy) where appropriate and inform parents and staff.
- The Heads of Year will communicate with parents about pastoral and academic matters by telephone, email or face to face meetings.
- The Heads of Year attend weekly meetings with the Assistant Head Pastoral to ensure significant developments within the year group or with particular pupils are shared.
- The Heads of Year hold regular meetings with members of the Year pastoral team.
- Heads of Year are given opportunities for professional development.

- The Heads of Year ensure pupils have access to the Counsellor and Pastoral Support Officer.
- The Heads of Year monitor the half termly tracking system and check that tutors are contacting parents if the grades are of concern.
- The Heads of Year play a key role in reporting and dealing with any concerns logged on MyConcern.
- The Heads of Year monitor attendance on a weekly basis and follows up any prolonged or unauthorised absences.
- The Heads of Year support the Deputy Head in the organisation of whole College events.

2. The House System

Purpose

The House System at St Francis' College helps to reflect the ethos of the College by fostering a sense of community, awareness of each other and a sense of being part of a team. St Francis' College is organised into four Houses. Each student and member of staff is placed in a House when they join and are encouraged to take part in a wide range of inter-House activities. The House System is designed to encourage students to mix in wider age and friendship groups as well as promoting friendly competition. Students have a real sense of pride in their House. The House System plays an active role in supporting the pastoral aims of the College. The Assistant Head Pastoral has oversight of the House System in the Senior School. The Deputy Head of Prep has oversight of the House System in the Prep School.

Organisation of Senior School Houses

Houses meet weekly on Thursday mornings after break and Wednesday Week A during Period 1. Meetings are organised and led by Heads of House (staff members) and House Captains (members of the Sixth Form). All teaching staff attend house meetings and take part in House activities.

There is a thriving series of inter-House competitions, which encompass all areas of school life from the academic and artistic to the sporting. Activities include hockey, netball, quizzes, swimming, food and nutrition, music, debating and athletics. Competition between Houses is a healthy one with our students taking great pride in their own achievements, whilst respecting the successes of other Houses. Senior and Prep Houses hold joint meetings on a regular basis, which unite the College through the pastoral system.

College Buddies

Each student belongs to a 'buddy' group of students who can provide peer advice, peer support and peer guidance; as well as offer academic support and be a source for encouragement. All 'buddy' groups consist of a student from Key Stage Five, Key Stage Four, Key Stage Three and the Prep Department. Students remain in their buddy groups until they leave the College at the end of Year 13 and new members of the buddy group are accepted into the group as they join the College. College Buddies is overseen by the Heads of Houses.

Reward System - Senior School

Students in the Senior School are awarded merits for their behaviour, effort and academic work. These merits are totalled up each term and a prize is given to the House with the most merits.

House Competitions use a point system and results are announced in the celebration assembly at the end of each term. At the end of the year, the House with the most points wins the House Cup.

Rewards System – Prep

In the Prep School, House points are used in recognition of good behaviour, as well as for acts of kindness, good citizenship and academic work and effort. The students place any House point counters they are given into their House collection box. The boxes are positioned in the Prep School Foyer and the totals are counted up at the end of each week to go towards the awarding of a House Prize for the most House points awarded. In addition, the winning house over the year receives a reward at the end of the summer term.

Benefits of the House System

The greater sense of belonging and pride that come from being part of the House System have a huge benefit to all the pupils and staff.

- Mixing with students from different year groups helps to improve pupils' confidence and interpersonal skills, within and between Prep and Senior school.
- Leadership opportunities for Sixth Form House Captains who organise and run House meetings and liaise with Head of House.
- Leadership opportunities for Year 6 House Captains and Vice House Captains who organise assemblies, liaise with Senior School captains and Head of Houses and run House meetings.
- Pupils' relationships with peers, teachers and support staff is much improved.
- Greater opportunity for extra-curricular participation.
- Sense of community enhanced.

- Provides a variety of activities for pupils, which can help students to develop a range of skills.
- Staff gain an improved knowledge of pupils' all-round performance.
- Older pupils provide peer mentoring to younger House members.
- Support to the pastoral care system within the College.
- Facilitate opportunities for cross-year group learning inside the curriculum.

3. Personal Development Curriculum

Personal Development is a core area of the College life and its link to Pastoral Care is clear. At St. Francis' College this is known as the Personal Development Curriculum. All pupils receive a weekly Personal Development lesson. The Personal Development programme is drawn up by the Personal Development Lead who provides the relevant material and monitors its delivery. This College has a commitment to Personal Development and demonstrates this in its provision on the curriculum (with departmental aims and objectives) and in addition through our 'off timetable' sessions and the DREAMS curriculum.

4. Pastoral Procedures

The College has a number of procedures with pastoral implications. In the area of information, we are committed to respectfully and sensitively dealing with how information is received, shared, stored and accessed in line with GDPR requirements (pastoral concerns are recorded on iSAMS or 'MyConcern' platform). Our publication of policies and procedures posted is on the St Francis' College website.

Another area of relevance is the relationship of the College to the parent. Our policy commitment in this area is to constantly work in partnership with parents to achieve the optimum quality of relationship – this will require respect, listening patience, and willingness to reach consensus, creativity, co-operation and generosity. The Assistant Head Pastoral and the Head of Year/Deputy Head of Prep will review this relationship regularly in consultation with the Deputy Head.

Dealing with sensitive issues such as sudden death, suicide or any Child Protection issues requires careful consideration. The Designated Senior Lead with Responsibility for Child Protection (DSL) plays a key role and is in regular and high priority communication with the Head. The DSL is supported by Deputy DSLs in EYFS, Prep and Senior school. Regular reports are given to Inspired Learning Group, Carrie Askew, Head of Operations, the Head and Deputy Head.

5. Resources and Professional Development – Form Tutors

St. Francis' College is committed to providing the necessary resources to underpin this pastoral policy. In particular, we are committed to providing where possible tailored professional development programmes for Tutors and Head of Year either through BSA, GSA, ILG, IPD or other training providers in the form of conferences or specific training courses. There will also be annual opportunities for the full staff to review the effectiveness of these roles and other pastoral issues through the College Development Planning process. DSLs and Deputy DSLs receive regular safeguarding update training.

6. Policy Monitoring and Evaluation

Effective policy requires constant monitoring and evaluation to ensure successful implementation and to review what adjustments may be necessary from time to time. Regular Pastoral Meetings are held, chaired by the Assistant Head Pastoral or Head of Year and reviews will take place in staff meetings or other meetings as appropriate.

7. Communication with Parents

All parents have access to the College website which contains up-to-date policies and procedures. All parents are invited with their child to New Academic Year Induction Evenings every September. Form Tutors make contact with parents in the first two weeks of the academic term.

Regular formal contact is made through reports, half termly tracking and Parents' Evenings. Individual issues are discussed through letter, email, telephone or individual appointments at the College. Parents/Guardians are always welcome and are encouraged to contact their child's Form Tutor, Head of Year, Assistant Head Pastoral, Deputy Head and the Head if they have any concerns or worries. Urgent concerns will be given immediate attention. Parents are encouraged to share concerns about home circumstances or medical matters which may affect their child's work or behaviour in school. Any information disclosed will be treated as confidential and only passed on to those with a need to know.

There is increasing practise of communicating with parents by e-mail but where there is a disciplinary matter or point of concern, the usual policy is to contact parents by telephone as soon as is practically possible. At St. Francis' College we encourage open, robust communication with parents. Parents are given numerous appointments to feedback and give opinions on pastoral care at the College.

In Prep, regular formal contact is made through reports and Parents' Evenings. Individual issues are discussed through letter, email, telephone or individual appointments at College. Parents/Guardians are always welcome and are encouraged to contact their child's Form Tutor; Deputy Head of Prep and the Head of Prep if they have any concerns or worries. Urgent concerns will be given immediate attention. Parents are encouraged to share concerns about home circumstances or medical matters that may affect their child's work or behaviour in school. Any information disclosed will be treated as confidential and only passed on to those with a need to know.

8. Pastoral approach in the Prep department

St Francis' College realises its core aims and goals through a variety of means, none more important than our pastoral support given through the year group system. We understand Pastoral Care 'as an approach to education which endeavours to value and develop each member of the community. It promotes learning and personal development at every level. This approach animates the nature of our pastoral care provision. Pastoral Care is most effective when it is all pervasive and fully integrated into the Prep department's daily routines, its curriculum and its extra-curricular activities. As such, there is consistent collaboration between staff.

Each member of the Prep Department community has access to the relevant pastoral structures and procedures; each is also invited to play their part in contributing to the pastoral ethos of the St Francis'

College community through involvement in the House System, charity events, student voice, assemblies, whole school events and School Council (DREAMS Team).

The Pastoral Care policy works alongside a range of related policies and 'Keeping Children Safe in Education'. We recognise the pastoral needs generated by online technology child-on-child abuse and demands on mental health. Staff receive regular training in order to support students.

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- Monitoring and evaluation
- Communications with parents/guardians

8.1. Pastoral Roles: Definitions and Responsibilities

At the centre of the pastoral framework are the pastoral roles of Class/Form Tutor, Head of Prep & Deputy Head of Prep School, Nurses, Counsellor and Independent Listener. We recognise that each contributes to the pastoral nature of the community. We also recognise that other key roles in Prep carry significant pastoral dimensions and responsibilities – such as Learning Mentors, Prep Administrator, Individual Needs Coordinator and More Able Coordinator. The Assistant Head: Pastoral is in overall charge of the pastoral system and acts as DSL. In this section, we deal with the roles of the Form Tutor/Class Teacher and Deputy Head of Prep. It is the policy of this College that in relation to each of these roles, the following applies:

8.1.1. Form Tutor/Class Teacher

- 'Class Teacher' refers to Reception – Year 4, where the majority of lessons and pastoral care are the responsibility of one teacher. 'Form Tutor' refers to Years 5 and 6, where pastoral responsibility lies with the Form Tutor but subjects are taught by a range of subject teachers.
- Every Form Tutor/Class Teacher is responsible for the general welfare and progress of all the pupils in the Form. The Form Tutor/Class Teacher should try to foster a good Form spirit, which will contribute greatly towards their attitude, enthusiasm and discipline.
- Form Tutors/Class Teachers should undertake to deal with the day-to-day problems of the Form, but major difficulties should be referred to the Deputy Head of Prep or Head of Prep.
- The Form Tutor/Class Teacher will meet the Form every morning for registration and the tutor time activities.
- The Form Tutor/Class Teacher plays a major part in the induction programme.
- The Form Tutor/Class Teacher may deliver the PD (Personal Development) programme and RSE programme in line with the PD education curriculum.
- The Form Tutor/Class Teacher will have access to the relevant information on the pupils in the Form.
- Form Tutors/Class Teachers are responsible for ensuring that pupils adhere to the school behaviour policy
- Form Tutors/Class Teachers are responsible for monitoring the pastoral and academic well-being of the pupils in the Form.

8.1.2. Deputy Head of Prep

- The Deputy Head of Prep is responsible for the pastoral and academic overview of the Prep Department. They are expected to support the College ethos at all times and will liaise closely with and report to the Deputy Head of the College and Head of Prep.
- Assumes responsibility for pupils: follows up incidents, maintains detailed records on iSAMS and in pupil files.
- Meets with parents as required, sometimes with the Form Tutor, Head of Prep or Deputy Head of College present.
- Arranges sanctions (in line with the Behaviour and Discipline Policy) where appropriate and inform parents and staff.
- Will communicate with parents about pastoral and academic matters by telephone, email or face to face meetings.
- Attends weekly meetings with the Head of Prep to ensure significant developments within the year group or with particular pupils are shared.
- Holds regular Prep Staff meetings.
- Ensures pupils through the Deputy Head: Pastoral have access to the Counsellor.
- Monitors pupil progress and liaises with the Form Tutor as required. This may include contacting parents.
- Monitors the delivery of the PD and RSE programme in consultation with the Deputy Head (Pastoral).

9. Personal Development

PD is a core area of the College life and its link to Pastoral Care is clear. At St Francis' College, this is known as the PD Programme. All pupils in Prep receive either one or two weekly PD sessions, which are delivered by the Form Tutor/Class Teacher. This College has a commitment to PD and demonstrates this in its provision on the curriculum and in addition through our 'DREAMS' sessions.

The Deputy Head of Prep oversees the delivery of RSE and ensures that the RSE framework is implemented in full in the Prep department. Many aspects of the PD and RSE Curriculum are reinforced in tutor times and assemblies.

10. Related Policies

All Boarding Policies
Safeguarding Policy
Online Safety Policy
Missing Child and Missing Child in Education Policy
Anti-Bullying Policy
Personal Development Policy
Relationships and Sex Education Policy
Safer Recruitment Policy
Alcohol, Smoking, Vaping and Misuse of Drugs Policy
Mental Health Policy

Version Control

Reviewed By:	Deputy Head (Pastoral)/Deputy Head of Prep
Authorised By:	Head
Reviewed:	September 2025
Next Review:	September 2026