



ST MICHAEL'S CATHOLIC COLLEGE PASTORAL CARE POLICY 2023 - 25

General Statement

The general welfare of all our college community is at the heart of all we seek to achieve in St Michael's College.

Each pupil is viewed as unique with individual learning and emotional needs. We seek to build on pupils' strengths, affirm their achievements and develop relationships between pupils and staff which promote a spirit of tolerance, compassion, mutual respect, understanding, affection and humour.

Pastoral Care of the staff should also be important because it is through the staff that we reach the children.

Aims

Accepting the principle that relationships form the basis of our pastoral care, we aim, through the care and discipline which we exercise to:

- Build a Christian community, supported by the Salesian charism which recognises, values and affirms the individual person and develops trust, concern, respect, understanding, affection and humour between its members.
- Hold in equal esteem, every pupil, regardless of ability, gender, social or ethnic background, sexual orientation, or disability.
- Uphold the dignity, integrity and self-esteem of our pupils by our practice of the Christian virtues of charity, patience and forgiveness.
- Create a framework of care and discipline in which we acknowledge and respect personal freedom and promote personal responsibility through development or self-discipline.
- Encourage high standards of behaviour through our example, guidance, encouragement and vigilance.
- Ensure that our pastoral care forms part of the total curriculum seeking to educate the whole child and enable them to become a positive contributor to society.
- Develop an environment within the school where Christian and Salesian values and priorities are reflected.
- Work closely with the parents/carers who are the first and foremost educators of their children.
- Work closely with the local parish, recognising our spiritual obligation as a Catholic institution and the need to develop pupils' spirituality.

How We Achieve These Aims

- Through a clearly defined structure which promotes strong relationships between individual pupils and their form tutor, subject teachers and leaders of learning.
- Through regular monitoring of each pupil's performance, both academic and emotional, following an agreed procedure.
- By establishing strong working links with parents/guardians or carers.
- By developing links with outside agencies which contribute to and are inter-related with the provision of pastoral care for all in our community.
- By working as closely as possible with Parishes and Chaplains.

Pastoral Structure

There are 5 tiers to the current pastoral structure: Form Tutors, Leaders of Learning with Deputies, SLT linked to each year group, Pastoral Vice Principal, and Principal. These have clearly defined roles;

The form tutor plays the most significant role in the life of pupils as they will have the most day-to-day contact with them. They are the gateway to accessing any additional needs pupils may have, academic or pastoral. Form tutors should establish a link with the home life of each pupil in their tutor group as knowing the background of the pupil will provide vital information in how further the college can support the child in their journey through St Michael's.

The Leader of Learning and their Deputy are responsible for arranging and managing referrals made to them by form tutors, Heads of department or others within the college. The Leaders of Learning and deputies are to be proactive in making pupils aware of the support systems in place that will further each pupil's development and monitor the impact this intervention has. Where possible, a Leader of Learning and deputy will have the same Year group of students from Year 7 to Year 11 to allow for consistency and continuity.

Leaders of Learning should provide appropriate support for their form tutors, co-ordinate and monitor their engagement and respond to the requirements of their teams. They should monitor under achievement in their year groups and implement actions to ensure pupils do not under-achieve. Leaders of Learning will also monitor behaviour and implement rewards and sanctions in line with the college behaviour policy. Leaders of Learning and their deputies will be responsible for the training and support provided to their form tutors as pastoral line managers, completing performance management in accordance with the college requirements.

The SLT Link for each Year group meets regularly with the Leader of Learning and/or deputy leader of learning to be kept fully up to date with key information relating to the year group. This includes the monitoring and evaluation of the Leader of Learning's record keeping of learning walks, interventions, assembly content, implementation of the rewards/celebration system, monitoring of sanctions and planning of key events relating to that specific year group (i.e. Year 7 induction, KS3 into KS4 transition, etc...).

A standing item on weekly whole SLT meetings allows all members of the senior leadership team to provide feedback from regular meetings of year group leaders for consideration. Following this, a weekly meeting between the SLT pastoral leaders takes place, led by the

Pastoral Vice Principal to coordinate and monitor the work of the Leaders of Learning for each year group. Also discussed are key college events linked to the pastoral development of the students such as enrichment opportunities, spiritual development and academic interventions. This helps to provide an overview of the support being given and identify any additional requirements needed across the college and keeps the Principal fully informed about pastoral matters.

Communication

Communication within the pastoral teams is ensured by:

- Regular meetings on a rota basis as per the college calendar between form tutors and the Leaders of Learning.
- Regular meetings between the Leaders of Learning, the link SLT for each year group as timetabled for line management.
- Weekly meetings between the SLT Pastoral team and the Principal.
- Weekly meetings led by the Vice Principal for Pastoral Care with SLT Pastoral team, leaders of learning/deputies, deputy safeguarding lead and the teacher responsible for Chaplaincy. Half termly Middle leader meetings between Pastoral and Curriculum Heads

Formal communication with parents happens in the ways listed below:

- Parents Evenings (hybrid of virtual and in person)
- Termly Reporting as per the college calendar
- Panelling interviews
- Meetings with Leaders of Learning/Deputies as necessary
- Letters sent via Edulink
- Telephone calls which are recorded on SIMS

July 2023

Signed:



Date: 8th September 2023

Chair of the Curriculum Committee

Signed:



Date: 8th September 2023

Chair of the Governors

Date of Review July 2025