



## **LAWRENCE SHERIFF SCHOOL RUGBY**

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### **PASTORAL PROCEDURE POLICY**

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Pastoral Policy is a two-way process, involving the school's active pursuit of solutions to issues of student welfare, and the school's availability to the approach of students and parents. Pastoral Policy is essentially an informal process of ethos (praise, value, co-operation); the structures below constitute a formal safety-net of procedures.

In the first instance a student's welfare, at school, rests in the care of his form tutor, who will probably stay with the same class for several years, encouraging continuity and stability.

The next level of support is a team of pastoral co-ordinators. If a matter of academic concern is noted for any student, it is referred quickly to the tutor and to the Head of Department in the subject concerned. Any other problem, query, or referral will go directly to the tutor.

It will usually be sufficient for the tutor to deal with the matter solely with the student, Stage 1; but on occasions, the tutor may wish to speak to the parent, Stage 2, with the pastoral co-ordinator kept informed. The involvement of the co-ordinator with the student, and a family discussion with the co-ordinator and tutor, are Stages 3 and 4. Only if these steps do not solve any difficulty to everyone's satisfaction will a senior member of school management then be involved, Stage 5. A serious situation will accelerate this procedure, and at any stage, of course, a parent may wish to get in touch with a senior member of staff.

The Sixth Form (Year 12 and 13) are in the overall care of the Head of Sixth Form who is supported by two Sixth Form co-ordinators. Six tutor groups exist in each of the two Sixth Form years. The five stage structure outlined above applies equally to the Sixth Form.

In the event of a student's or parent's contact with a member of the Senior Team, the tutor will be informed of the issue concerned. In the event of a student's or parent's contact with a subject teacher, the tutor will be informed of any matter which is likely to have general pastoral implications.

A serious or developing issue, however initiated, will be noted and filed by the tutor or SMT in the main office files.

Routine contact (the third day of absence of a student, for example) may be delegated to the secretarial staff, but will be initiated by the form tutor.

Internal support measures for work (lunchtime guidance, after-school individual work) will be managed by tutor or subject staff, or by senior management in support of student and colleagues. In the event of academic concerns which are more than short-term, the tutor or senior staff will contact the parents.

A Committee of representatives from each year-group meets regularly to give the student perspective on matters of pastoral care (see Bullying Policy).