

Pastoral Policy

This policy should be read with reference to:

- **Mental Health Policy**
- **Physical Intervention and Restraint Policy**
- **Anti-Bullying Policy**
- **Discipline Policy**
- **PSHE Policy**
- **SMSC Policy**
- **Acceptable Use Policy**
- **Complaints Procedure (Pupils and Parents)**
- **Out of School Visits Policy**

Pastoral Goals

The School's pastoral policy aims to give individual attention to its pupils. It aims to complement the work of the family in developing the pupil's moral views, his sense of responsibility, his self-reliance and his awareness of himself in relation to other people and the community; and in preparing him to meet the challenges of life.

In particular it wishes:

- to promote a secure and orderly environment in which pupils can realise their full potential
- to promote self-confidence and self-esteem
- to promote socially responsible behaviour, respect for others and their property
- to celebrate diversity
- to promote self-discipline and self-awareness
- to offer support and guidance for pupil achievement
- to monitor progress across the curriculum
- to provide staff and parents with information about pupils
- to promote strong links with parents
- to promote humane and responsible relationships among pupils and with staff
- to encourage participation in extra-curricular activities
- to provide PSHE and SMSC guidance
- to provide careers guidance
- to provide up-to-date university advice
- to fulfil the Prevent duty
- to foster resilience
- to encourage digital well-being

Pastoral Handbook

A pastoral handbook is available on the School website for parents. This is due for review in the academic year 2015/2016.

Duty of Care

All teachers have a legal obligation to ensure the health, safety and welfare of all the pupils in their charge. They are required to maintain good order and discipline among the pupils and safeguard their health and safety both when they are authorised to be on school premises and when they are engaged in authorised activities elsewhere.

It is of the first importance that all staff are aware of, and practise to the letter, the requirements of all the School's policies in relation to supervision, discipline, child protection, care and control, first aid, administration of medication, off-site activities and other health and safety and welfare policies.

Supervision of Boys

Boys in our care should be supervised at all times. This is aided specifically by ensuring that we not do:

- Leave classes/tutor groups on their own, except very briefly and for good reason.
- Dismiss classes early.
- Fail to carry out allotted Staff Duties/Cover
- Send boys out of class

Staff may enter the boys' changing rooms for the purpose of respectful supervision. Before entering the changing room staff must announce their intention to enter by knocking loudly on the door and shouting at a decent volume that they are entering the changing room. Respectful supervision is defined by warning the boys of entry, averting eyes from boys in a state of undress, the intention of entry being to monitor standards of behaviour and remaining in the changing room for a maximum of five minutes.

While it is unlawful to allow any form of restraint to be used as either a disciplinary action or punishment, it is permissible to use reasonable force in circumstances where a pupil (or pupils) may injure themselves or others, where good order may break down as a result of the pupil's/pupils' behaviour or where a criminal offence has been committed. Any occasion when such force is used must be recorded and reported appropriately. Where an incident occurs requiring restraint, teachers must remain cognisant of their duty of care to the pupils not taking part in the incident.

Any teacher agreeing to undertake medical practices with pupils is legally obliged to act specifically according to a protocol drawn up between the School, the parents and the child's medical consultant or GP. Teachers who do not agree to undertake such practices are still obliged to behave reasonably in the event of an emergency. This would generally be construed as calling the emergency services immediately and informing the parent or guardian concerned.

When pupils are involved in authorised activities off-site, all problems and risks must have been identified through risk assessment procedures prior to the visits and control mechanisms devised. An emergency procedure must be drawn up, known and understood by all adults accompanying off-site visits.

Sports Fixtures

Sports fixtures take place:

- On the School site
- At the School sports ground – Grove Park
- Against other schools at their school site

- Against other schools at their school playing fields or an off-site venue

Supervision during sports fixtures

It is normal practice for one member of staff to be in charge of one team. This applies to home and away fixtures and to teams from the Junior School up to the 6th Form. The member of staff will be equipped with a mobile phone or will be part of a group where at least one member of staff carries a phone.

The member of staff will normally have posted a team sheet to notify boys of the fixture at least two school days beforehand. A starting time and return to school time should be included on the team sheet. Travel arrangements will also be briefly detailed on the team sheet. Where possible, fixtures will be published in the School Calendar and Fixtures list at the start of term.

Sports fixtures are regarded as low risk activities from the point of view that they usually take place at venues known to the School and are arranged by qualified teaching specialists. Wherever possible all members of staff accompanying the team should be qualified teachers employed by the School. However, the Head may, at their discretion, allow other sports coaches to accompany the team provided a qualified teacher is always in charge.

The fixtures are also usually based at locations that carry facilities and procedures to deal with minor accidents and emergencies.

The staff pupil ratio for sports teams is 1:15

Travel

For matches that take place against other schools, travel will be by mini-bus, coach or public transport. Public transport includes train, underground, bus and mini-cab.

For all fixtures boys in the OG, First, Second and Third forms will be brought back to school. The only exception to this will be if a written request or a phone call has been made by the parents to allow their sons to travel directly home from a drop off point at a train station or bus stop.

In the Fourth, Fifth and Sixth forms, boys will be allowed to disperse from drop off points at the discretion of the teacher in charge and at points determined by the teacher.

Information to Parents

Details of these policies and procedures will be given to parents at the Familiarisation Evening before the boys join the School. The Registrar, in consultation with the Director of Sport, is responsible for this.

A letter will be sent home in September at the start of the school year to all boys in the OG, First Form, Third Form, Fourth Form plus new boys in the Sixth Form. The letter will be produced by the Director of Sport, in consultation with the Senior Deputy Head and Assistant Head - Pastoral.

Discipline

Current Legislation and impact on current School practice

Under the Human Rights Act (1998) it is the School's understanding that parents and boys are given certain rights which affect the way we need to deal with boys and their poor behaviour/ill discipline:

- Most importantly, boys involved with disputes with members of staff have the right to be treated fairly. If there is a conflict of opinion as to the facts of a disagreement, the boy (and his parents) also has the right of appeal to someone on the next rung of the management ladder. That person (usually Head of Year/Assistant Head Pastoral/Senior Deputy Head) must in turn be fair in dealing with the incident. It follows that they cannot automatically take the side of the teaching colleague, especially if the facts are in dispute. They must investigate and interview others, as necessary.
- Needless to say members of staff are advised to be careful not to use intemperate language in any exchange with a boy and should avoid saying things that might be construed as provocative.
- Finally, it is important that the Head does not get involved initially where a disciplinary issue is being discussed. In all cases, please bring the matter to the attention of the Tutor in the first instance and, thereafter, the Head of Year, Assistant Head Pastoral/Senior Deputy Head, who will investigate the case further, if necessary. The Head can then remain free to undertake an impartial, final adjudication should the matter remain unresolved between boy/parent and the member of staff concerned.
- It is, therefore, inappropriate for members of staff to send boys to see the Head on disciplinary matters without first arranging for the Tutor or Head of Year/Assistant Head Pastoral/Senior Deputy Head to investigate.

Complaints

Details of the complaints procedure can be found in Complaints Procedure (Pupils and Parents).

Incentives and Rewards

We aim to reward good work or effort with public acknowledgement. We hope to recognise good behaviour both in and outside the classroom. We think encouragement should be the prime motivator in our rewards procedures.

A 'Rewards Committee' was created in September 2015 to consider the current provision for incentives and rewards

Formal encouragement is recognised in the following ways:

1. School Prizes

The criteria are either academic excellence or outstanding progress in the course of the year.

2. Presentations

In the GCSE years the HoY may decide to award boys who have made a significant contribution to school life or who have worked hard, a CLS bookmark or Parker pen in recognition of their achievement.

3. Displays of good work

Departments are encouraged to display good pieces of work on their Department Notice-boards. The publication of such work helps to set standards.

4. Commended work

The School commendation system, from OG to 3rd Form, is outlined below. The Commendation of work and effort is intended to encourage pupils and engender friendly competition. It operates as a positive parallel to the criticism of work/effort.

Subject teachers are issued with commendation stamps. When presented with a piece of work that they consider outstanding **or** to encourage and positively reinforce a commendable level of effort they stamp the Homework Diary and initial it. The Diary is taken to Form Tutor who logs it in iSAMS. After fifteen commendations in any term the Form Tutor informs the appropriate Head of Year who sends a letter to the parents (an example of which is shown below).

Dear.....,

I am pleased to be able to let you know that has recently received a fifteenth commendation from one of his teachers.

Commendations are awarded for work which is of very high quality, or which is markedly above a pupil's normal standard, showing exceptional effort.

We consider that obtaining the fifteenth commendation this term is an achievement worthy enough to receive the congratulations of his Head of Year and I write to you to let you know of your son's success.

I hope he continues to strive for excellence.

Yours etc. HOY

A second letter is sent home by the Senior Deputy Head after twenty commendations have been obtained and the Head sees all boys who have obtained twenty-five commendations in a term. Personal Certificates are also awarded by the Senior Deputy Head and Head to those who obtain **20** and **25** commendations per term respectively. In exceptional circumstances when a boy has received 40 or more commendations per term he is presented with a book token by the Chairman of the Board of Governors.

Year Heads (or their Deputies) are responsible for recording commendations and using the information to encourage healthy competition between forms.

School Colours/House Colours

The current system is valued by boys and contributes to recognition of non-academic achievement. House Colours are awarded by the Senior House Tutor using guidelines issued by the House Committee. School Colours are awarded by the Head for extra-curricular

activities on the advice of the Sports Committee and other interested parties including the Directors of Music and Drama. The Assistant Headmaster has recently issued guidelines for the awarding of colours.

There are three grades of School Colours: Junior, Half and Full.

Junior Colours are awarded for excellence to boys up to and including the 4th Form.

Half Colours are for boys in the 5th Form and above. They recognise stalwart service and a good standard.

Full Colours are awarded to boys in Year 5 and above to recognise excellence and ongoing commitment.

School Colours are recorded in a boy's Academic File.

School Colours ties will be free to the boy and presented to him by the Head at an Assembly.

John Carpenter Club Colours Ties, in recognition of boys who have represented their country, are presented by the President of the JCC, on the recommendation of the Second Master

Privileges

1) Exeats

Fifth Formers may be out of school during lunch break as arranged by the Head of Fifth Year (normally from the end of mocks in the Spring term onwards).

Sixth Formers may be out of school at any time when they have no teaching period or other School commitment (but they must swipe in and out of Reception using their access pass).

They may go home in the afternoon if they have no teaching periods, but they must swipe out using their access card at Reception before leaving the building.

2) Others

Sixth Formers have Private Study Periods and the use of the Sixth Form Common Room and its amenities. They have their own dress regulations and tie and they are excused Games in their final term in their S6th Year. They are given exam leave to revise for their internal and external exams.

Prefects, once elected, wear Prefects' Ties so that they are easily identifiable. The five Senior School Officers have their own special ties and meet with the Senior Deputy Head during Monday morning break. Prefects have free morning coffee on Mondays before assembly and are given a formal, black tie dinner towards the end of their term of service (Spring Term in S6).