



The  
**Ursuline**  
Preparatory School Ilford

## PASTORAL CARE POLICY

### **What is Pastoral Care?**

*Pastoral Care is a set of systems, procedures and programmes which attempt to meet the totality of needs of children so that each child has the opportunity to reach his/her potential, and is equipped with the skills to cope with life.*

*Pastoral Care addresses social, spiritual, mental, emotional and physical needs.*

### **RATIONALE**

At The Ursuline Preparatory School, Ilford (URSPSI) we have responsibility for the care, welfare and safety of all our pupils. In our school we respect every individual child and aim to provide a warm and caring environment so that each child feels safe, secure and valued.

The atmosphere within our school is one that encourages ALL children to do their best. We strive to ensure that each individual achieves his/her potential academically, socially, physically, emotionally and spiritually. Our Pastoral Care permeates throughout all aspects of school life and is based upon the strong Catholic Ethos which prevails. Mutual respect, tolerance and forgiveness are the values that we promote. We also promote our British values.

Our Pastoral Care policy supports the school in promoting a caring, supportive environment in which staff and pupils can work in an atmosphere of mutual respect. At The URSPSI we recognise

that central to the success of this is the involvement of parents and other outside agencies within the community. We *strive* to work in partnership with them to achieve our aims.

## **AIMS**

At The Ursuline Preparatory School, Ilford every effort is made:

- To help children set and achieve personal, social and academic goals.
- To help them gain maximum benefit from their time in school.
- To develop independence of mind and to take responsibility for their actions.
- To develop self-esteem, self-discipline and self-respect.
- To develop an understanding of themselves as individuals, recognising their own self-worth, strengths, interests, etc.
- To develop respect and tolerance for others.
- To develop an understanding of the world in which we live.
- To foster relationships where they feel happy and secure.

Class teachers strive to form good working relationships with children in their care. They form strong and positive links with parents, to ensure that effective communication exists. Teaching assistants, midday assistants, morning club assistants, after-school club assistants, holiday club assistants and indeed all members of the ancillary staff, help to ensure the health and safety of each child and strive to enhance each individual's learning.

Children are always encouraged to do their best in all aspects of school life. Class teachers promote the children's self-esteem through praise and rewards, eg. 'Star of the Week' - children from each class are awarded a certificate for either good behaviour, effort in class or achievement in learning. Children work within their classroom to accumulate 'class dojos' or house points. Children are given the opportunity to celebrate their personal achievements at our weekly merit assembly.

Pastoral Care is fully integrated into the school's daily routines, the curriculum and extra-curricular activities. The effects of this and all other related policies will be monitored and evaluated by the Head Teacher, staff and Board of Governors and amended as required.

## **Review**

The Pastoral Care Policy will be regularly reviewed as part of our policy review cycle.

## **Roles and Responsibilities**

### **Parents**

Parents will be encouraged to participate in school life. Parents will be informed through meetings, correspondences and homework diaries of the school's aims and policies relating to Pastoral Care and of their responsibility in supporting them. Parents will be informed of their child's progress and of any concerns which may arise. Parents will be informed of their legal duty in ensuring that their children attend school regularly and on time and of their legal duty in ensuring that their children do not cause injury or damage to others or to property.

### **Pupils**

Pupils will be encouraged in the skills of self-discipline, acceptable standards of behaviour and to have proper regard for authority. Personal and Social Skills will also be developed through Pupil Enrichment activities, visits and visitors. Pupils will have the opportunity to participate in other enrichment programmes.

### **Class Teachers**

All teachers have the responsibility for promoting and implementing the Aims of the Pastoral Care Policy. This means that all teachers should have a caring commitment to guide and advise pupils either formally or informally, on personal, educational and vocational matters.

### **Head Teacher (responsible for pastoral care)**

- ❖ Responsible for overall welfare of pupils.
- ❖ Responsible for overall welfare of staff.
- ❖ Draws up, implements and reviews the Pastoral Care Policy.
- ❖ Monitors attendance patterns with the Attendance Secretary and class teachers.
- ❖ Liaises closely with class teachers and outside agencies regarding pupils with problems.
- ❖ Monitors behaviour patterns including bullying.
- ❖ Counselling pupils and referring pupils for counselling when required.
- ❖ Develops and reviews policy on Child Protection.
- ❖ Reports to Board of Governors.
- ❖ Plans, implements and reviews procedures for reporting suspected cases of abuse.
- ❖ Takes appropriate action on all concerns brought to her.
- ❖ Liaises with outside agencies (EWO, Social Services, Contact Youth, CAMHS, NSPCC, Barnardos, Zest and other professionals)
- ❖ Provides training, guidance and support for all teaching and non-teaching staff.

### **SLT**

The Head Teacher and SLT are responsible for ensuring that procedures are in place which will enable all staff to contribute effectively to establishing and maintaining a climate of good relationships and mutual respect.

### **Board of Governors**

Has overall responsibility for the Pastoral Care Programme.

**The Pastoral Care Policy is supported by a number of other policies including: -**

- ❖ Child Protection/ Safeguarding Policy
- ❖ Anti-bullying Policy
- ❖ Behaviour Policy including Discipline Policy
- ❖ Policy on the Use of Reasonable Force
- ❖ Attendance Policy
- ❖ Well-being policy

## **STAFF DEVELOPMENT AND TRAINING**

Aspects of pastoral care forms a permanent feature of our School Development Plan and subsequently staff development and training are considered essential to support this. Our ongoing development programme helps staff identify the attitudes, values, skills and knowledge which will enable them to carry out their pastoral roles. Training programmes are accessed through school-based courses, diocesan courses and courses through other bodies.

**Approved by Governors: 15<sup>th</sup> November 2023**