

TREVI GLAS COMMUNITY COLLEGE**POLICY STATEMENT: PASTORAL CARE**

The Interim Executive Board and Staff of Treviglas Community College promote:

An environment for learning in which the efforts of all are valued and in which students are encouraged to achieve their potential through continuing personal and educational support.

The Interim Executive Board and Senior Leaders regard the provision of pastoral care as essential in fulfilling the aims of the college.

Parents are encouraged to contact the college whenever they are concerned about their children and staff are encouraged to be sensitive in their dealings with parents and students.

All staff are required to be part of a pastoral team. As such they have a responsibility for all students in their care to assist them in their personal development and social relationships as well as providing support and advice on a range of educational issues. Form tutors are, therefore, the first point of communication with students. They are expected to deal with all minor problems as they occur and any member of staff who is concerned about a student would first see the form tutor.

The tutorial duties of the form tutors are co-ordinated by the Heads of Year who arrange half-termly meetings of all form tutors within their Year groups. Heads of Year are responsible for all written communications with the home and for discipline within their Year.

The Interim Executive Board and Senior Leaders believe that teachers should stand at all times "in loco parentis" - consequently, in addition to the times when they encourage and reward, there will be occasions when they have to remonstrate and discipline. Staff are expected to be calm and consistent in their use of discipline in order that the youngsters may better accept responsibility for their own actions and acknowledge the justice of punishment when they deserve it.

The Interim Executive Board and Senior Leaders require all members of staff to be part of the Pastoral Team. As such they have a responsibility to assist students to be aware of and understand others' needs and feelings. Consequently the students are also a valued part of the pastoral network - they are encouraged to take collective and individual responsibility which includes seeking help from a member of staff when it is needed.

The responsibilities of Heads of Year are:

- (a) To implement college policy
- (b) To oversee the work of form tutors
- (c) To oversee the personal, social and moral development of students and their educational achievement
- (d) To communicate, as necessary, with parents, outside agencies, and other educational establishments
- (e) To organise House assemblies and activities
- (f) To contribute to the general ethos of the college through monitoring the effectiveness of the pastoral system and identifying areas for further development.
- (g) To monitor academic progress and, working with the Deputy/Assistant Headteacher, to reward positive performance and intervene to encourage improved performance when there are concerns
- (h) Heads of Year are responsible to the Assistant Heads and are supported by the Deputy Heads and Headteacher who deals with only the most serious of problems.