



## Principles Of Pastoral Care

September 2018

## **Introduction**

The trust which parents give us by sending their daughters to Adcote involves the school in a responsibility which exceeds any notion of care that can be defined in law. However, we are conscious of our proper obligation under The Children Act (2004), and especially our responsibility under section 87 “to promote and safeguard a child’s welfare.” At Adcote, the welfare of the child is paramount.

The Head is responsible for the day to day implementation of pastoral care but as required by the Act, one Governor has accepted responsibility for maintaining proper liaison with the local Social Services Department. Whilst the provisions within the Act strictly apply only to boarders, Adcote nevertheless aims to provide high quality pastoral care for all pupils.

The Head is kept informed of all aspects of pastoral care and takes overall responsibility. The day to day responsibility for the pastoral welfare and personal development of all boarders rests with the Deputy Head, who is assisted by the Head of Boarding, House officers and three Matrons. They are responsible for every boarder's personal development, welfare and happiness, and in liaison with the local General Practice are responsible for their health at school. The Deputy Head, Head of Prep School and Tutors take responsibility for the pastoral care of day girls. Staff all share the responsibility for pastoral care with parents, and welcome regular contact and participation from parents in the care of their children.

School life is founded on a close partnership between girls, staff and parents, and a reciprocal sense of trust. Parents have the opportunity to contribute towards the education and welfare of their children through informal contact with the staff and through regular Parents’ Meetings and reports.

## **The Form System and Personal Tutors**

Every pupil in the School is a member of a form which is usually the curriculum year group. The year group is allocated a coordinator who takes responsibility for the day to day administrative care of the tutor group. The coordinators register pupils during form time before morning assembly and again just before afternoon lessons. Any absences of day girls must be covered by a letter or email from parents. Each term a Form Captain and Deputy are chosen. A School Council representative is also elected.

Each girl is allocated a personal tutor. In the Prep School this person will be the coordinator, but in the Senior school, every member of staff takes pastoral and academic responsibility for 3-8 pupils. Their role is to develop a good friendship with his or her tutees, and to help and encourage them in their life at School; the tutor will monitor academic progress through her personal knowledge of the tutee and through the reporting system, which assesses current performance and sets targets.

Boarding pupils are under the care of the House staff to complement and supplement the care and friendship provided by the tutor system in place throughout the School.

## **The House System**

All pupils and teachers are allocated to one of three Houses: Glenmore, Haughton, and Innage. A member of the sixth form is elected by the pupils to become Head of House. The Houses are the focus of team spirit and good friendships based on fund raising events and other enterprises, and a healthy rivalry and sense of competition in sporting and musical events throughout the year. Points earned from these events, together with stars and merits earned for good effort, initiative, and academic work determine which house wins the achievement shield each school year.

## **In Loco Parentis**

Parents of Boarders give written permission for the Head to act in loco parentis. Whilst every attempt will be made to contact parents to seek consent or permission as and when required – for example when a girl requests leave with another family, or wishes to take part in a school trip, or in the unlikely event of emergency medical treatment – the Head will take responsibility in loco parentis.

## **Boarders from Overseas**

Students from overseas make a very significant contribution to life at Adcote and their welfare and happiness far from home is very important to us. We think it is an equally good thing for English children to make friends from different parts of the world and to get an insight into different cultures and customs as it is for children from overseas to have English friends and to experience England.

Parents are asked to nominate a guardian who lives in the United Kingdom. The guardian takes responsibility for the welfare of the pupil when she is not at School or at home with parents. Guardians can give consent for exeats, participation in school trips, and emergency medical treatment. The guardian looks after the pupil during any holidays when the pupil does not return home. Guardians are encouraged to attend School functions such as parents' meetings, Speech Day and other such occasions.

## **The Complaints Procedure**

Should a girl feel that she has been unfairly treated, or is in danger of significant harm and wishes to complain about these or other matters, normally she would do so by approaching her parents, her Tutor, the Deputy Head, Head of Boarding or any other member of the community she trusts. However, the Children Act, which ensures the right of a child to be heard, grants her access to a complaints procedure and to an Independent Adult who is 'appropriately distanced from the school'.

## **The Religious Life of the School**

The School is committed to the Christian faith and the School Chaplain takes a weekly service and can prepare girls for Confirmation. The School day begins with assembly and follows this schedule:

<u>DAY</u>	<u>GIRLS INVOLVED</u>	<u>PERSON TAKING ASSEMBLY</u>
Monday	Whole School	Head or SMT
Tuesday	Senior School Prep School	Form Time Form Time
Wednesday	Whole School	Service led by Chaplain
Thursday	Senior School Prep School	Assembly led by Form groups Form time
Friday	Senior School Prep School	Form time Assembly led by Prep school staff

Boarders may attend Sunday morning services at Little Ness Parish Church. Girls of all faiths are welcome to share in the spiritual life of the School. The School recognises the diversity of belief in the modern world and the values of sharing beliefs. The School is sensitive to the religious, cultural, linguistic background and beliefs of the girls and aims to foster an understanding and tolerance appropriate to the world in which we live. Arrangements will be made for private prayer if required. Religious Education and tolerance are taught as part of the PSHE programme.

### **Diversity**

Adcote School recognises the diversity of cultures within the pupil body. We value and take account of any dietary, language and cultural differences and make allowance for these.

### **Conclusion**

The life of a girl at Adcote is too varied and complex to be fully described here. However this policy states the principles which govern the pastoral care which Adcote provides for its pupils, and which the Children Act requires. In all things the relationship between the family and the School is paramount and the Head is happy to discuss any aspect of pastoral care with parents.

Reviewed by L Hudson September 2018

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