



Wetherby Kensington
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Pastoral Care Policy

Policy reviewed by: Lauren Vallely

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Reviewer's Signature: *Lauren Vallely*

Head Teacher's Signature: *Helen Lienes*

Circulation: This policy is addressed to all members of staff and volunteers, is available to parents on request. It applies wherever staff or volunteers are working with pupils.

Please note: 'School' refers to Wetherby Kensington; 'parents' refers to parents, guardians and carers.



Wetherby Kensington

Pastoral Care Policy

Introduction

At Wetherby Kensington we believe that pastoral care is central to each boy's success from both academic and pastoral perspectives. The quality of pastoral care has a huge impact on a boy's academic, vocational, social, emotional and behavioural development. The importance placed on the pastoral care of our boys is reflected by and embedded within our school's mission statement and aims.

We believe that all boys should be happy, well-rounded and confident learners who are respectful, thoughtful and motivated Wetherby Ambassadors. We also believe that the qualities of integrity, kindness and good manners are at the heart of what we do. The aim of our school is to create an atmosphere of care both in and out of school; this is for all users of the school, including children, parents, staff and the community.

This policy applies to all boys in the school including those in the EYFS.

Our Pastoral Aims

- To enable each boy to fulfil their own potential both academically and socially
- To create a caring environment where pupils are valued for who they are, not just for what they can do
- To ensure that each boy has access to personal and academic guidance and support where necessary
- To promote in boys the self-awareness and self-confidence that they need to face the challenges, both academic and personal, that are placed on them
- To develop boy's self-esteem through the creation of a happy, secure and settled environment
- To provide opportunities for and encourage pupils to exercise individual and social responsibility
- To develop important life skills that promote positive mental health and social welfare, emotional literacy, critical and moral reasoning, self-esteem, self-awareness, communication skills, relationship skills and assertiveness
- To establish and maintain an appropriate relationship with every parent, so that together we can help to prepare the boys for the opportunities, responsibilities and experiences of adult life
- To promote SMSC and Fundamental British Values throughout the curriculum
- To ensure the five strands of Every Child Matters (ECM) are woven into the curriculum and all that we do so that our boys are well equipped for and enjoy a vibrant and varied curriculum in a safe environment
- To enable our boys to understand and gain experiences that help them to lead healthy lives, know how to keep themselves safe, enjoy and achieve in their lives, understand the principles of achieving economic well-being and make a positive contribution.
- To ensure all pastoral care systems are in place, are monitored and followed up
- Through our behaviour and discipline policy develop behaviour that stresses courtesy, tolerance, acceptance, co-operation, respect and care. Boys will be encouraged to manage their own behaviour and use behaviours that will lead to a happy and safe school and be rewarded for showing these behaviours

- To encourage pupils to take responsibility for their own actions and realise that actions have consequences
- To ensure all staff are aware of the procedures for Child Protection (Safeguarding)
- To maintain the school's Child Protection (Safeguarding) Policy and ensure all members of staff are conversant with it
- To keep records of all reported incidents and meetings with external agencies that involve the welfare of our boys

The Impact of Pastoral Care

There are a number of positive outcomes to excellent pastoral care:

1. Improving the quality of pastoral care is an important factor in helping to prevent problems both personal and academic from arising
2. Good quality pastoral care will mean that our boys are better prepared to deal with challenges, both academic and personal, that are placed on them
3. Excellent pastoral care will raise the standards of behaviour in our school. All research clearly suggests that pupils with high self-esteem on average behave better than those with a low self-image. Excellent pastoral care defuses rather than escalates situations and leads to enhanced relationships between staff and boys
4. Improving pastoral care in a school will lead to higher academic performance. There is no question that pupils with high self-esteem who are essentially content and well-motivated will work better
5. Improving and developing our pastoral care within the school will have a significant impact on staff morale as staff work together as a team with a common purpose

Our Understanding of Pastoral Care

Pastoral Intervention - Individual work/group work with pupils who require support of an academic, social, emotional or behavioural nature

Pastoral Curriculum - This includes both the 'hidden curriculum' that is the ethos of the school, being a Wetherby Ambassador, the day to day relationships between staff and pupils, the House system, the Golden Rules, class rules, school trips, involvement of outside agencies such as the police and fire brigade, links with the local community, charity days, behaviour management systems the value system of a school, the opportunities for moral, spiritual, social and cultural development as well as the more formal and overt pastoral curriculum, which would include, though not be limited to, the learning for life lessons, form time and the pastoral care that is given by class and specialist teachers.

Pastoral Management - The behaviour and discipline system in the school includes the giving of sanctions, but is a much wider concept than that, and receiving rewards. Good discipline which is consistent, which affirms the pupils' value, which builds rather than crushes, which encourages individuality rather than conformity, but all within an orderly environment, is an essential ingredient of effective pastoral care.

Responsibility for Pastoral Care

It cannot be over-stressed that the pastoral care of all our boys is the responsibility of the whole community. The way we treat, talk to, interact with and indeed teach pupils will all contribute to the quality of our pastoral care. At Wetherby Kensington the pastoral and academic oversight of every pupil is primarily the responsibility of each boy's class teacher. All issues regarding a particular boy should, in the first instance, be directed through their class teacher. The Headmistress and Deputy Head (Pastoral) have overall responsibility for the pastoral side of the school and need to be aware of any pastoral issues relating to individual boys. They are responsible for the behaviour and welfare of all boys in the school and the overall administration and oversight of the pastoral system. It may be necessary for class teachers, Head of Learning Support, Deputy Head (Pastoral) and the Headmistress to meet to discuss certain boys.

Pastoral Care Systems for Discussing/Reporting/Recording Pastoral Concerns

It is essential that accurate records are kept where there are concerns about the welfare of a child. At Wetherby Kensington My Concern software is used to record all concerns of a safeguarding or pastoral nature.

My Concern - Here any concerns about a child can be recorded, even where there is no need to refer the matter immediately. A concern can be written up and read by any member of staff. Members of the Senior Leadership Team will receive an email alert to notify them of the concern, along with relevant members of staff. It is the responsibility of the Headmistress and the Deputy Head (Pastoral) to ensure concerns are followed up, where necessary.

My Concern is also used to document any conversations with parents, either of an academic or pastoral nature.

Pastoral Referral Form - if a class teacher feels that a boy would benefit from further pastoral support outside the classroom, they must complete a pink Pastoral Referral form and return it to the Deputy Head (Pastoral). Following a discussion between the Deputy Head (Pastoral), class teacher and any other relevant members of staff, an action will be agreed upon. This might involve 1:1 or group sessions to build personal and interpersonal skills. These are run by the Deputy Head (Pastoral). In some cases, a referral to an external agency may be beneficial to a boy. This will be following a discussion with a boy's parents.

Special Educational Needs – Sometimes a special educational need may also have a link with a pastoral concern. A yellow concern form must be completed and emailed to the Head of Learning Support. She will then discuss this with the relevant staff members at a suitable time.

Please refer to the SENDA Policy for further information.

Monthly Progress and Wellbeing Meetings - Monthly meetings will take place before each half term. In these meetings the class teacher will discuss each boy in their class with the Headmistress, Deputy Head (Pastoral) and Head of Learning Support. The boys' academic progress, general well-being will be discussed along with any pastoral concerns and academic concerns. Targets will also be recorded. Each class will have their own

record for this which can be found in the staff shared area in monthly meetings and rexels folder.

Please refer to the Monthly Report Writing Policy for further information.

Parents' Evening and Rexels - Staff prepare their notes for the evening on Parent Evening rexels. These are submitted to the Headmistress in the week prior to parents' evening. Monthly meetings will have been held prior to these rexels being completed and any pastoral concerns may be discussed during parents' evening. Generally any pastoral concerns are discussed as soon as possible with parents. We do not wait until parents' evening to do this.

Please refer to the Parents' Evening Policy for further information.

Other Pastoral Systems

Wetherby Ambassadors

Being a Wetherby Ambassador is the boys' most important task; boys are proud to wear the Wetherby uniform and proud to be an Ambassador for their school. Trust, respect, honesty and a hardworking attitude are intrinsic in all that we teach. Being a Wetherby Ambassador is part of everyday school life at Wetherby Kensington.

To be a Wetherby Ambassador the boys:

- Remember their manners
- Speak correctly and at the right time
- Wear their uniform correctly
- Listen to their teachers and parents/carers
- Behave appropriately
- Respect people and property

Each week in assembly one boy from each year group is given an award for being a Wetherby Ambassador. His photograph is taken and is displayed on the Wetherby Ambassador notice board.

The Wetherby Bear

The Wetherby Bear will spend the week with the class in the school who have been particularly good in achieving the weekly target. Staff decide in the staff meeting on Thursday which class has won. The bear will be given out in assembly on Monday. The Wetherby bear will also wear a scarf in the colour of the house with the most house stars for that week.

Houses

At Wetherby Kensington each boy will be grouped into a House. There are four Houses: Regent House (green), Hyde House (yellow), Richmond House (blue) and Holland House (red). Boys will know their House before they start school and any new pupils that arrive during the academic year will be allocated to a House. Each boy has the opportunity to contribute to the success of their House through active participation in numerous House

activities and through their own achievements. House stars can be given to individual boys for: academic achievement and effort in learning; service to Wetherby Kensington and others; good manners and behaviour. Please refer to the Houses Policy for more information.

School Council

The school council is a group of boys that meet twice a term. This is a forum for active and constructive pupil input to the daily life of the school. There is one boy from each class from Years 1, 2 and 3. In the summer term one boy from each Reception class will join the school council. During these meetings 'pupil voice' from the whole school is listened to and where possible is acted upon. Please refer to the School Council Policy for further information.

Other Roles of Responsibility

There are many other opportunities for boys to have a position of responsibility. These positions vary between year groups and include snack monitors, librarians, table captains, peg monitors, charity ambassadors, and eco-warriors.

Achievement Board

Each week a piece of the boy's work is displayed on the achievement board. Every boy in each class will have a piece of his work displayed on this board.

Picture of the Month

Once a month a piece of artwork from each class will be displayed on the boards. Picture of the month will also be displayed.

Headteacher's Awards

Headteacher's Awards are given out in assembly. Two boys from each class are nominated by their class teacher. The Headteacher's Awards are given to a boy for anything that their teacher feels they have done well during the week. This could be for good work or progress in any subject area, following the Golden Rules or demonstrating the qualities of a Wetherby Ambassador.

Wetherby Special Mentions

If an individual has done something special in class, around the school or outside of school he could receive a special mention sticker in assembly for his actions.

Other Certificates

In some areas, certificates celebrating achievement will be awarded although this is left up to individual staff to adopt. Certificates of achievement are awarded for swimming and other sporting areas where appropriate. Art, Music and Drama actively encourage pupils to practise good behaviour and achieve excellence through exhibiting work and performance. Certificates are awarded in school assemblies.

Education for Social Responsibility (ESR)

Wetherby Kensington is committed to Education for Social Responsibility (ESR). ESR works closely in conjunction with the five strands of the Every Child Matters agenda. The 21st century presents our rising generation with an array of amazing opportunities but also complex technological, social, economic and environmental challenges. The pupils in our school will play an important part in the development and sustainability of our world now and in the future. With that comes a responsibility for us to prepare them with a comprehensive understanding of these challenges and to equip them with the skills, creativity and determination to be the change makers who help the economy within the ecological limits of a finite planet. At Wetherby Kensington the pupils have an understanding and an appreciation of interrelated social, economic and environmental issues across the range of curriculum subjects across all age groups.

Risk Assessments

Wetherby Kensington has risk assessments for each area of the school. These can be found on the school's shared area. All staff have been trained in risk assessing and have read and reviewed, where necessary, all of the documentation.

The Prevent Duty

As part of Wetherby Kensington's ongoing safeguarding and child protection duties, we are fully behind the Government's Prevent Duty. Please refer to our Safeguarding Policy for further information.

Spiritual, Moral, Social and Cultural Education

We recognise that the spiritual, moral, social and cultural, (SMSC) element of pupils' education is crucial to their development as individuals, allowing them to take their rightful place in their community as local, national and global citizens. SMSC is about the values students are encouraged to hold and their attitude towards learning, knowledge and society. Through 'SMSC' we seek to develop attitudes and values that will enable students to become responsible and active members of society. We are committed to the SMSC development of all students at Wetherby Kensington.

Fundamental British Values

The DfE have recently reinforced the need 'to create and enforce a clear and rigorous expectation on all schools to promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.'

The Government set out its definition of British values in the 2011 Prevent Strategy and these values are revised when necessary. At Wetherby Kensington these values are reinforced regularly across all areas of the curriculum and the day to day life of the school. Please refer to the document: Promoting Fundamental British Values at Wetherby Kensington.

Physical Activities

For physical activities children in Years 2 and 3 change wear shorts and T-shirts. Reception and Year 1 children put on plimsolls and remove ties and undo their top buttons. They are restricted in the wearing of jewellery for safety reasons.

Educational Visits and Journeys

In accordance with company policy, educational visits and journeys are carefully planned in advance, with prior staff visits. Details of trips are sent to parents. Children are asked to wear clothing appropriate to the activities planned. The correct adult to pupil ratio is always followed and a first aid kit and mobile phone are taken on all educational visits with the number of the school and/or the emergency contact person. This is normally the Headmistress. On any outings with children in the EYFS a paediatric first aider will always accompany these trips. The school is insured for trips.

Emergency Evacuation

Wetherby Kensington has set procedures in case of an emergency in school, such as a fire or bomb alert, when the building needs to be evacuated. These drills are carried out at least once a term. All staff and children are familiar with these routines, and know their exit route, place of assembly and roll call procedure. Fire evacuation signs, with a clear primary and secondary escape route, are also displayed around the school. The school has in place crisis management procedures and also has a business continuity plan. Both are reviewed annually.

Fire Drill

As soon as the fire alarm sounds all children and adults must stop what they are doing and walk out of the building through the nearest exit. Please refer to the Fire Safety Policy for more information.

First Aid

All children are taught to take care of themselves and each other, but in a school environment, accidents do occur. Most accidents are minor and can be dealt with by any member of staff. A fully equipped first aid box is kept inside the school office and in one classroom on each floor. The games department will also have their own first aid bag. The accident forms are kept in the school office. A dietary and medical list can be found on the staff shared area and all staff are given a copy of this. Any changes to this document will be emailed to all staff. If the accident is more serious, the aim of the school is to get the child qualified medical attention as quickly as possible. Parents are informed immediately and if necessary, an ambulance sent for. All staff where possible are first aid trained and the list of these staff is included in our First Aid Policy. Where possible staff are paediatric first aid trained. Training is updated every three years.

The accident book is filled in for any accident requiring medical attention, or any accident caused by any defect in the school or its equipment. There are other forms that are completed should an accident be deemed serious, reportable to the Health and Safety Executive (HSE) via the RIDDOR Incident Report Centre and also should a near miss incident occur. Before any accident is reported to the HSE, Law at Work will be contacted for advice. Should there be a near miss incident, Alpha Plus Head Office will be informed immediately.

Health and Safety

The premises manager, under the direction of the Headmistress, is responsible for ensuring that the building provides a safe and healthy environment for the children. The premises manager and school employees maintain a clean and tidy building and grounds. Any minor repairs or maintenance are completed by the site supervisor or through the use of authorised contractors. Any equipment or hazardous substance is kept locked away from the children. All equipment meets British Standards and is maintained regularly. There is a health and safety walk around the school once a term. Any health and safety hazards are recorded.

Lockdown Procedure

Wetherby Kensington has set procedures in case the school needs to be on lockdown. These drills are carried out at least once a term. All staff and children are familiar with these routines.

Registration

All boys will be registered electronically in the morning at 9.00 and in the afternoon after lunch. All parents are aware that they need to contact the school office should their son be late or absent from school that day. A copy of the school registers will be printed out after each session and kept in a file in the school office.

Please refer to the school's attendance policy for further information.

Smoking Policy

It is the policy of Alpha Plus that Wetherby Kensington is a no-smoking school. Signs are displayed around the school. Smoking is not permitted in any area of the school, including EYFS by staff, parents or visitors to the school.

Car Parking

Car parking is a concern at Wetherby Kensington as it is a hazard for those who use the school. It is also a hazard for neighbours of the school. Drivers parking near the school or dropping or collecting children at the school should at all times have consideration for the safety of pedestrians, other road users and the immediate community.

Regular letters to parents emphasise the following:

- Care of our neighbours
- Use of the parking spaces instead of driving right up to school
- Dropping children off outside the school and then moving on rather than parking and waiting.

Staff should ensure that they and the children leave at the designated time when going to and from sporting events and games afternoons. School trips should be arranged, where practicable, to leave school before or after the 'school run'. The Headmistress or school secretary will have personal contact with any adult who continually parks in an obstructive way. All comments by parents or neighbours will be followed up.

Children Moving Equipment

Staff should avoid situations where children need to move heavy items wherever possible. However, in the normal day to day running of the school, there may be situations where children need to move equipment or items of furniture, such as chairs, sports equipment and small items.

Children must always be supervised when moving any equipment. Some items may be heavy or awkward to handle; children must be shown how to lift and carry safely. Chairs should be moved singly and children must be shown how to carry them correctly. Children must not move items that are too heavy such as tables, or those that are unstable such as computers but pupils may carry laptops when appropriate and directed to do so

Security of the Premises

The Headmistress and the premises manager are designated key holders. The premises manager is responsible for the security of the building.

It is the responsibility of the class teacher to ensure that their classroom window locking bolts are in place when leaving the classroom at the end of the day. Closing down the IT equipment is also the responsibility of the teacher. It is the responsibility of the site supervisor to check daily that:

- All locks and catches are in working order
- The emergency lighting is working
- The fire alarm has no faults
- The security system is in working order
- That all windows are closed, door locked and secure, side gate locked and security alarm set before leaving the premises each evening.

A record of all daily checks is kept in the school office.

Headmistress

It is the responsibility of the Headmistress to perform the above functions in the absence of the premises manager, unless a supply premises manager is provided by the Estates Management Company which would be the case if the supervisor was absent for a protracted period of time.

The Headmistress and school office are responsible for the security of the premises during the school day. All staff working in the school are responsible for ensuring that the front door is closed securely behind them when entering and leaving the building.

Parents and visitors are welcome to the school but must report to the school office first. No one must be admitted to the school unless they have come in via the entry phone system. This in no way detracts from the open door policy of the school.

Any visitors on site must sign in and wear a visitor's badge. On leaving they must sign out.

Contractors on site

- Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the school. They must either contact the Headmistress, school secretary or the premises manager.
- All contractors must report to the school office. The premises manager, if appropriate, will then be informed of their arrival.
- All contractors must be signed in through the Visitors book and wear a visitor's badge.
- Contractors will work under close supervision of the premises manager so as not to endanger the health and safety of children or adults in the school.
- Any equipment that contractors bring into school must not be stored within the school during term time.
- All contractors are responsible for supplying their own Personal Protective Equipment (PPE)
- No repairs or maintenance may be carried out in areas, which adults or children are occupying; this includes cloakroom and toilet areas
- All work will be monitored by the premises manager and any concerns reported to the Headmistress and the contractor concerned
- All major contracting work will be organised through Alpha Plus Head Office. Alpha Plus are responsible for ensuring that all relevant paperwork, with regards to health and safety requirements, is obtained before the work is started.
- It is not necessary for contractors to have a DBS check, however contractors will never be left alone with the children.

Please refer to the Alpha Plus Health and Safety System on the portal

This policy will be reviewed annually



Wetherby Kensington Pastoral Care Policy

Appendix 1 – Promoting Wellbeing and Providing Support Upon Return to School

During a period of closure, Wetherby Kensington will move to remote learning. Upon return, pupils may require some additional pastoral support. Pupils may experience a wide range of emotions in response to COVID-19, including anxiety, stress and low mood. Staff will support children in contextualising these feelings as normal responses during an abnormal series of events.

The school will provide support through:

- Organising pastoral activities in class to promote social engagement and rebuild friendships
- Discussing pupil experiences of lockdown and COVID-19
- Support pupils with approaches to improve physical and mental wellbeing
- Continuing Learning for Life (PSHE) and RSE education in class
- Providing parental workshops
- Healthy Minds, Healthy Bodies week

Staff will continue to follow the normal safeguarding procedures. Individual pupil support will be available in the form of pastoral interventions, play therapy where required.

Pupils who are still working remotely, due to government guidance and COVID-19 restrictions, will be given opportunities to interact with their teachers and peers. This includes some live lessons and a pastoral call. Parents of pupils working remotely will be able to attend the parental workshops, which will be available online.