

Pastoral policy

It is the right of each child to feel valued, protected and encouraged to gain in self worth, self-knowledge and to be able to learn in a safe environment. All members of staff and the pupils share in this responsibility.

The School aims to create a caring community based upon the values of mutual respect and self-discipline. It aims to promote tolerance and understanding within a happy, safe and caring environment. It wishes its pupils to fulfil every aspect of their potential (academic, social, physical, emotional, cultural, spiritual) in order to achieve academic excellence and to become truthful, confident and responsible members of society.

The Classroom teacher in the Prep School and the Form Teacher in the Senior School have a special responsibility for:

- Monitoring each pupil's progress
- Helping pupils develop their full potential
- Being able to comment on each pupil's academic progress, as well as their social integration, interests, achievements, problems and special needs
- First line of communication with parents.

The Deputy Head has an overall responsibility for the pastoral care of the pupils in the schools, although the Head of the Prep Department is likely to deal with most problems there.

Monitoring in the Senior School

Each Department is responsible for discussing pupils who need to be helped or extended academically. This is then the responsibility of the subject teachers and, in some cases, the ACE Co-ordinator. Other needs will also be discussed and if emotional or social support is needed the Form Tutor will be alerted and will liaise with the Deputy Head to take action as necessary.

Electronic Markbook details go home every half term. Reports are sent home twice a year for Years 7,8,9,10 and 12 and once a year for years 11 and 13. The Form Tutor notes any member of his/her form who should be seen by the Head of the Prep Department or Deputy Head in the senior school .

The Deputy Head operates an open door policy and will deal with issues on a day to day basis as they occur. Concerns may come from pupils, parents or staff.

Monitoring in the Prep School

ALTON SCHOOL

The Upper and Lower Prep Departmental Review meeting discusses pupils who need to be helped or extended academically. This is then the responsibility of class and subject teachers and, in some cases, the Special Needs Co-ordinator. Other needs will also be discussed, and if emotional or social support is needed the Class Teacher will be alerted and will liaise with the Head of the Prep Department and other staff to take action as necessary.

Weekly Prep School staff meetings provide an opportunity for the discussion of pupils about whom there are particular concerns, as a regular agenda item and there are opportunities during each school day when prep staff may discuss pupils informally with one another. Where appropriate, individuals may be referred to the Prep School Head of Pastoral Care, the Head of the Prep Department, the Deputy Head (pastoral), or, in exceptional circumstances, the Headmaster.

Individual pupil targets are discussed with the children half termly, Parents Evenings are held each term and reports are sent home at the end of the Summer Term.

The Head of the Prep Department and the Prep School Head of Pastoral Care operate an open door policy and will deal with issues on a day to day basis as they occur. Concerns may come from parents, staff or the children themselves.

Signed on behalf of Alton School

C. Bingham

Deputy Head

Date: June 2019

Policy review date: June 2020