

OLD VICARAGE SCHOOL

PASTORAL SYSTEM

1. General

We aim to create a safe, caring and secure environment where children flourish, and feel able to confide in their chosen member staff about problems or anxieties.

Staff need to be sensitive to a child's when needing to talk something through; for example, a child who is uncharacteristically quiet, seems to be hovering or deliberately behaving inappropriately.

The Headmaster is kept informed about serious worries or anxieties that any child may be experiencing, as parents may need to be involved.

During staff meetings, raise concerns about children's problems and support, without breaching confidentiality unless essential for the child's well being.

2. The Role of Staff

Staff assist in implementing routine school administration, monitoring the welfare and progress of children, and endeavour to resolve problems. This may involve contacting the parents. Contact between the home and staff can strengthen links between, home, school and a 'key person' in a child's life at school.

a) Assisting in Implementing Routine School Administration

- i) Setting and monitoring high standards of behaviour of both individuals and the whole group.
- ii) Monitoring of dress code: taking appropriate action when required.
- iii) Making regular checks on the Homework Diary

b) Monitoring the Welfare and Progress of Individual Children

- i) Observing changes in behaviour and, if necessary, referring these to the Headmaster.
- ii) Regularly discussing with children their academic progress.
- iii) Enquiring into absences and liaising with the Headmaster regarding any suspicions, fears and other matters of unaccountable absence.
- iv) Dealing with latecomers and, if necessary, referring persistent lateness to the Headmaster.
- v) Becoming familiar with the document concerning child abuse and reporting any suspicious circumstances immediately to the Headmaster.
- vi) Being aware of official documents concerning child welfare.
- vii) Compiling academic reports and tutorial comments on the personal, as well as intellectual developments.
- viii) Assisting the Headmaster in the completion of references.

In addition, staff may be expected to attend meetings prescribed by the Headmaster and offer active support with activities.

3. Child Dress Code

School uniform is compulsory at the Old Vicarage School, details of which are provided to parents at the time of enrolment and may be modified later.

Staff should check from time to time that the uniform is correct, including socks and shoes, hair bands etc. All clothing should be clearly marked with the child's name.

The children should be encouraged to wear their uniform with pride and to look smart.

It is permissible for staff to notify parents verbally of incorrect or unlabelled uniform. Written communications must be seen by the Headmaster first.

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4. Whole School Behaviour – Conduct and Discipline

(For more detail refer to the Behaviour Management Policy)

Discipline and considerate behaviour are essential for effective teaching and learning. The School expects the highest standards of personal behaviour, and provides a pleasant and happy environment in which children work and thrive.

Children who offend may be counselled, admonished, or have sanctions imposed. The School uses its discretion as to whether or not parents need to be told about minor offences, but for a serious offence, or deteriorating, parents are informed and consulted. Children may be excluded from school.

5. Playground Behaviour

Children must be made aware of sensible playground behaviour. Those behaving inappropriately must be warned and if necessary sent indoors to be supervised.

Children may remain in the building only if they have permission and with appropriate supervision.

6. School Rules

The essential School Rules are displayed, as appropriate.

7. Other Regulations

- a) Children should not be allowed to eat during lessons.
- b) Children must not litter. Bins are provided in school, inside and out.
- c) Encourage children to use them. See that litter within, or in the vicinity of your teaching area is cleared at the beginning and end of every lesson.

Signed.....

Date.....September 2008

To be reviewed by.....September 2009