

CATOR PARK SCHOOL

PASTORAL POLICY

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Aim (To be read in conjunction with the Aims of the School)

The aim of the Pastoral System is to support the Aims of the School and its objectives by providing a caring and well - disciplined environment so that all pupils can achieve their potential. As such it underpins the academic work of the school.

Staffing

In Year 7 there are 7 tutor groups, in Year 8 there are 7, in Year 9 there are 8, in Year 10 there are 7 and in Year 11 there are 8 tutor groups. Each tutor group has one tutor; some also have an assistant tutor. The Pastoral System is led by the following team who in turn lead a team of tutors for their Section or Year.

Deputy Headteacher - Pupil Development:	Mrs V Hay
Key Stage 3 Director:	Mrs Murray
Director of 14-19:	Ms Roskell
Head of Year 7:	Mrs Buckhurst
Head of Year 8:	Mrs Blunden
Head of Year 9:	Mrs Chapman
Head of Year 10:	Ms Suffling
Head of Year 11:	Ms Griffiths
Head of Sixth Form:	Mrs Harris

Deputy Headteacher - Pupil Development

Deputy Headteacher - Pupil Development oversees the work of the Year Leaders the Pupil Behaviour Team, the Student Support Centre and the Student and Family Support Manager.

Key Stage 3 Director and Director of 14-19

These Directors support and co-ordinate the work of the Year Leaders.

Year Leaders

The Year Leaders will work closely with tutors, staff, Heads of Faculty, the Senior Leadership Team, their Key Stage Director, the Deputy Headteacher - Pupil Development and parents in supporting pupils and monitoring student progress.

The Tutor (this should be read in conjunction with the school handbook and the relevant pastoral handbook which includes tutor responsibilities)

An organised tutor will have an organised tutor group. This can only be of benefit to the school, its staff, pupils and parents. A tutor is the 'constant' in the life of a pupil - the one member of staff that a pupil will see every day. As such the role of the tutor is invaluable. It forms the backbone of the school.

At the start of the year tutors will be supplied with a pastoral handbook for their Year, together with a 'tutor file' for their tutor group. This file is confidential and is to help the tutor record and keep all information concerning their tutees.

The time spent with the tutor is considered to be an essential part of the school day. Standards of behaviour are set by the tutor at this time and pupils are, therefore, expected to adhere to the classroom rules which are displayed in every tutor room.

Tutors are encouraged to play an active role in the education and welfare of their tutees. They should be involved in their tutee's progress and should be kept fully informed by staff and their Head of Year. Tutors will hold target setting discussions with their tutees at the start of the academic year and will review their progress during the course of the year.

It is the tutor's responsibility to ensure that pupils are aware of the expectations of the school and to encourage their tutees to reach their potential. They should strive to help pupils prepare for 'life after school' and the routine and expectations of the workplace. This involves following the tutor responsibilities which are set out in the Pastoral handbook.

The importance of the role of the Form Tutor cannot be overemphasised. Without effective Form Tutors, the work of the rest of the school is likely to be diminished. Only when we work as a team, for the benefit of the individual child, will that child maximise her potential.

Revised July 2008