



## Pastoral Policy

Blessed Thomas Holford Catholic College Sixth Form recognises the importance of giving all students excellent pastoral support, care and guidance throughout their studies. The pastoral policy is summarised in the Sixth Form aims and should be read in conjunction with the Sixth Form's curriculum policy.

The Head of Sixth Form and Head of Pastoral Care along with the team of Sixth Form Tutors are responsible for all Sixth Form students, overseeing academic progress and pastoral care.

A Sixth Form Tutor's role is central in both caring for students and, crucially, monitoring their progress both academically and socially; encouraging involvement, commitment, and high standards of work and behaviour. Sixth Form Tutors are there to guide students towards a successful future.

Upon entry into the Sixth Form, each student is allocated a Sixth Form Tutor with whom they will register and liaise with on a daily basis. The Sixth Form Tutor will provide on-going support and guidance throughout the Sixth Form and will act as the first port of call for general or personal issues that may have an impact on academic progress.

The Sixth Form Tutor will monitor attendance and punctuality, contacting parents where appropriate. They will work closely with students, not only to improve understanding, but also to help students build confidence and develop as socially responsible young people

The aim of pastoral support care and guidance is:

- To encourage every student to acquire the knowledge, skills and experience necessary to develop spiritually, morally, culturally, mentally and physically
- To provide a working atmosphere where good relationships between staff and students contribute to an effective and enjoyable learning process
- To encourage students to develop confidence, self-respect and a knowledge and understanding of other cultures and lifestyles, and to foster a growing sense of corporate responsibility both within the Sixth Form and in the wider community
- To prepare students for the opportunities, responsibilities and experiences of adult life
- To establish and maintain links with the community outside the Sixth Form, welcoming in particular the help and support of the governing body and the parents
- To provide a variety of opportunities for staff to enhance their professional experience within a rewarding and fulfilling career

## Ethos and Expectations



- Blessed Thomas Holford Catholic College Sixth Form seeks to provide an environment where the contributions and achievements of each student are valued
- Blessed Thomas Holford Catholic College Sixth Form believes that students develop best in a caring and supportive environment
- Development of self discipline and courteous and sensible behaviour are encouraged throughout the Sixth Form
- If problems arise, the Sixth Form seeks to work closely with parents and carers to resolve them
- Rules and information regarding student development are found in the Student and Staff Handbooks
- Each student receives a copy of the Sixth Form Agreement which they and their parents sign
- The Sixth Form prospectus, information given to prospective students and their parents, assemblies and open evenings provide opportunities for the Sixth Form to explain its ethos and expectations
- The Sixth Form Senior Ambassador Team including Head Boy, Head Girl, Deputy Head Boy and Deputy Head Girl are elected by members of staff and act as official representatives of the Sixth Form

### Organisation

- Whilst it is recognised that all members of staff, including non-teaching staff, have a part to play in the pastoral care of the students, a clearly defined system of communication is necessary in order to ensure that essential information is disseminated and appropriate action taken

### Sixth Form Tutors



- This is the first point of contact for students when issues might arise. It is the responsibility of the Sixth Form Tutor or a teacher deputising for a Sixth Form Tutor to inform the Head of Sixth Form of any pastoral concerns or communications from parents

A Sixth Form Tutor should:

- Be a role model to students
- Set the “tone” for the day, by creating a positive ethos, establishing good working relationships and developing both a Tutor Group and Sixth Form identity
- Encourage high standards of work, behaviour and dress in students, and liaise with the Head of Sixth Form over referred behavioural problems; look to reward achievements positively and implement, where necessary, appropriate sanctions
- Promote, maintain and monitor the official records of attendance and punctuality ensuring formal paperwork regarding attendance is accurate and recorded
- Actively encourage participation in daily acts of worship including Form prayers, assemblies and Mass
- Deliver a weekly Tutorial period and participate in its development, evaluation and production of resources
- Be aware of external influences and issues regarding students within the Tutor Group
- Monitor, review and intervene with students’ current progress across the curriculum using all the data provided
- Follow through concerns and issues about learning and effort when necessary with subject areas and parents, in consultation with the Head of Sixth Form
- Keep parents fully involved regarding students’ progress, including curriculum related or behavioural concerns
- To guide students through the UCAS process – checking personal statements and completing references for students

In brief, the Sixth Form Tutor will be:

- A role model



- A source of encouragement
- A good listener
- A source of accurate advice and help

In brief, the role of the Sixth Form Tutor will include:

- Record and monitor student's attendance and punctuality
- Monitor student's academic, social and personal development
- Discuss student's progress at regular intervals in reviews
- Help students to study more effectively and to assess their own abilities realistically in order to exploit them fully through a programme of tutorial guidance
- Discuss career and higher education ambitions and advise
- Encourage students to take advantage of all the opportunities, both academic and social, which are offered

The Head of Sixth Form

- Oversees and co-ordinates the work of the Sixth Form Tutors. It is the Head of Sixth Form's responsibility to communicate essential information or concerns to the appropriate Sixth Form Tutor or other relevant staff. In addition, Head of Sixth Form should outline any such problems or action taken at the Leadership Team meetings. The Leadership Team meeting also provides an opportunity for senior staff to pass on information about students or parents with whom they have been in contact

Students

- Students are made aware of the roles and responsibilities of the pastoral team and will know which member of staff to approach with an issue.

The Attendance Officer

- As well as dealing with first-aid problems, they are aware of any medical problems experienced by the students. Any necessary telephone calls or action are communicated to the Sixth Form Tutor



### Additional Information

- Pastoral information may be conveyed to the whole staff at the daily staff briefing
- All members of staff should record any pastoral incident, concern or any communication with parents on an electronic incident sheet, stored on SIMS, and email to the relevant staff, including the Sixth Form Tutor and the Head of Sixth Form
- If a student is disruptive during a lesson or a Form period, the member of staff should follow the Sixth Form policy. If the incident warrants, the member of staff should request an SMT removal. An electronic incident sheet of the event should be completed and emailed to the relevant staff, including the Sixth Form Tutor and the Head of Sixth Form

### Attendance and Punctuality

- In keeping with legal requirements, a student's attendance is registered at the start of each lesson including self-study
- In the case of a student being absent from Sixth Form, without prior notification, the Attendance officer will contact home on the first day of absence
- The Sixth Form Tutor should record all absence notes before being passed to the Attendance officer. The notes are filed and kept until the end of the following academic year. In the case of suspicious signatures, the letters are compared with the parents' signatures held on file
- Weekly attendance totals are carried out by the Head of Sixth Form and circulated to the Sixth Form Tutors
- Each subject teacher monitors attendance and punctuality in lessons. If a pattern of poor punctuality and or attendance emerges the subject teacher should inform the relevant Sixth Form Tutor and Head of Sixth Form
- In cases of a student experiencing illness in Sixth Form time, he or she must first talk to their subject teacher or Sixth Form Tutor who will assess the situation. He or she may then be sent to the Head of Sixth Form or the Attendance officer who will assess the situation. The student may then be returned to class or be sent home, after the Attendance officer has asked the parent or carer to collect the student
- A record is kept of all students who leave Sixth Form as a result of illness. The Attendance officer will inform the relevant Sixth Form Tutor and Head of Sixth Form of repeated requests to go home. Similarly, the relevant Sixth Form Tutor and or Head of Sixth Form



will inform the Headteacher of any problems which may have a bearing on a student's request to leave Sixth Form

- If permission is given, the student waits in Sixth Form Reception until he or she is collected. He or she must sign out in the book in Reception and the parent must report to Reception when collecting the student
- Lateness for Sixth Form is monitored by the Attendance officer who notifies relevant Sixth Form Tutor and or Head of Sixth Form of any concerns, highlighted in the attendance and lateness record
- The relevant Sixth Form Tutor and or Head of Sixth Form will meet with students who are persistently late. If this continues to deteriorate the Educational Welfare Officer will meet with the student
- The relevant Sixth Form Tutor and or Head of Sixth Form will meet with students who are persistently absent. If continued or unauthorised absence occur, the Educational Welfare Officer is contacted
- Absence Request forms are issued on request from the Sixth Form Reception. Returned forms are passed to the Pastoral Assistant Head Teacher who contacts parents. Permission for any authorised absence is at the discretion of the Head Teacher
- We allow all Sixth Form Students two days off timetable for visits to places of Higher Education. These visits will be clearly recorded as an Educational Visit and will not count against their attendance. Absence Request forms are still required to be completed and submitted well in advance of the visit and may be declined if the student has a poor attendance record and/or it clashes with assessments

### Rewards and Sanctions

- Participation in lessons, assemblies, performances and other special events is encouraged. Students who achieve success both in and out of Sixth Form are recognised and encouraged
- Awards are presented in Sixth Form assemblies with details being given of the special achievement



- The Weekly Bulletin gives details of students' achievements as well as general Sixth Form news
- Teaching staff also reward student progress by verbal praise and by positive written comments on work
- Should a breach of rules occur, the student will be told that his or her conduct is unacceptable
- Supervised Self-Study as a 1-hour after Sixth Form session with the subjects tutor may be given for a failure to complete classwork or homework satisfactorily or if the subject tutor deems they would benefit from a more structured approach to their studies
- If a student displays significantly disruptive behaviour whereby the subject tutor deems that he or she is too disruptive to remain in the classroom, the subject tutor will request an SMT callout and student will be removed by a senior teacher. This would automatically result in the student receiving a 2-hour Senior Management Detention. The subject tutor would contact the student's parents/carers to explain the situation and the date of the Senior Management Team detention. The subject tutor would complete an incident sheet, which should be sent to the Course Leader, The Sixth Form Tutor of the student, the Head of Sixth Form and the Assistant Headteacher (Pastoral).
- Any member of staff placing a student in detention must ensure that notification is sent home giving prior warning. Details should be passed to the Sixth Form Tutor and logged on SIMS.



- The Sixth Form aims to involve the parents at an early stage if any problems occur. Prompt telephone contact is often the most suitable means of communication. Letters are sent home regarding failure to complete homework, or any other breach of Sixth Form rules. Where particular concern is felt about a student's lack of progress, the parents are invited in for a discussion. The student may also be asked to be present
- It may be necessary to put a student on 'Contract' as a means of monitoring his or her attendance and/or behaviour and/or work. Such reports must be signed by each teacher and returned to the Sixth Form Tutor at the end of the Sixth Form day.
- Fixed Term or Permanent exclusions are considered only in the most serious of circumstances and are often a last resort after detentions, referral to senior staff, contacting parents and withdrawal of privileges, although sometimes if the behaviour is deemed so unacceptable it might be the initial response. The Headteacher, in consultation with the Pupil Welfare Committee on the Governing Body, will take the decision to exclude (See Exclusions Policy)

#### Form periods, Tutorial Time, Assemblies and Liturgical Celebrations

- The period of time that students spend with their Sixth Form Tutor is considered as vital in establishing patterns of good behaviour and a Sixth Form identity
- The Sixth Form Tutor provides a vital link in conveying expectations to students and, in working with students in a less formalised atmosphere, is likely to be in the best position to help students with minor queries or concerns
- Tutorial Time provide a forum for the discussion of a wide range of topics and provide an opportunity for the students to voice concerns and make suggestions which may be passed on to the Sixth Form Tutor or Head of Sixth Form
- Each Form is responsible, on a rota basis, for organising assemblies and Masses for the year group





### New Students, New Staff, Supply Staff and Trainee Teachers

- It is the responsibility of the Sixth Form Tutor and the Head of Sixth Form to ensure that students new to the Sixth Form are helped to adjust and be made aware of Sixth Form procedures
- New members of staff, supply staff and trainee teachers are issued with a staff handbook and are notified of usual procedures and protocols.
- Trainee teachers, as an essential part of their training, they will be attached to a form throughout their observation period and teaching practice, which may include a Key Stage Five Form group. As part of their learning contract, the trainee teachers will be expected to familiarise themselves with the Sixth Form's pastoral procedures and may need the assistance of the pastoral staff in completing assignments

### Counselling and Confidentiality

- Each student is entitled to educational, vocational and personal guidance which may be given by a variety of staff at Blessed Thomas Holford Catholic College Sixth Form and other agencies used by the Sixth Form
- Any student who seeks help with a problem is to be taken seriously
- If a member of staff feels unable to deal with a particular problem, the student needs to be informed that it will be necessary to refer the issue to another member of staff
- The Sixth Form can also offer a student help through meeting with the Pastoral Manager or the nurse or counsellor in Sixth Form
- Whenever a student seeks help or guidance, the matter must be referred through the appropriate channels
- Any advice given must always be in line with the Catholic ethos and general principles of the school
- In the case of child protection issues, the guidelines set out in the Child Protection Policy will be followed
- In cases with legal implications and in cases of child protection issues, it is not possible to guarantee confidentiality and the student needs to be clearly informed of this. In such cases the Head of Pastoral Care and/or the Headteacher must be informed



### Relationship with Parents and Carers

- The Sixth Form values its relationship with parents and carers. Parents or carers may telephone to make an appointment to discuss any matters of concern. The Sixth Form Tutor or Head of Sixth Form should respond to the request for such appointments. The Sixth Form replies to communications from parents as quickly as possible
- The Parents Teacher Association provides a good forum for social contact between parents, students, staff and friends
- Parents are kept informed of any changes to the curriculum and receive regular reports on their child's progress and attendance through the review and report system
- There is an annual parents' evening for each year group with an additional Sixth Form Tutor Evening for Year 12 and Year 13 students. Students are always invited to attend all Parent Evenings

### Liaison with Outside Agencies

- The Sixth Form is keen to be in close contact with specialist agencies and maintains close links with the Educational Welfare Officer, Educational Psychologists, the Sixth Form medical services, Counselling and Family Centre, Trafford Local Authority working groups, higher education providers, professional bodies and employers

### Training

- An awareness of pastoral issues is encouraged through in-service training
- Non teaching staff, particularly the office staff, are welcome to participate in such training
- Sixth Form Tutors outline their training needs and review their effectiveness in their Term Meetings with the Head of Sixth Form every Half Term