



WINGATE SCHOOL

TUTORIAL AND PASTORAL CARE POLICY

PURPOSE

Wingate School's first priority is to its students. Providing high standards of teaching and both academic and pastoral support are the most important activities the school undertakes.

Responsibilities:

The school is committed to providing:

- Academic support and guidance for all students whilst completing their studies
- Pastoral care, support and guidance during their time in Wingate School

Academic Support:

Pastoral Tutors (KS3,4 & 5) and Class teachers (EYFS, KS1 & KS2) will monitor student progress, liaise with subject teachers, work with students to set ambitious targets, arrange support where needed and encourage students to be positive and proactive in their approach to study. Tutors will liaise with Heads of Key Stages and use the Senior Tracker system to inform all staff of concerns.

Pastoral Care Support:

Pastoral Tutors and Class Teachers will help and support students with queries, concerns or problems. They will liaise with teaching and support staff and if necessary signpost students to external sources of support. Additionally, Pastoral Tutor and Class Teachers will liaise with parents and guardians as and when it is necessary.

Senior School:

All students in the Senior School will be allocated a **Pastoral Tutor** who will be their first point of contact in School. Their primary role is to provide support and guidance to ensure that students can succeed and fulfil their potential. Students will meet their Pastoral Tutor each day for registration and a weekly timetabled tutorial session. During this time the Pastoral Tutor will:

- Provide guidance and support that is differentiated to meet the need of individual students
- Set challenging and realistic targets to ensure that student's aspirations are raised
- Arrange a minimum of 3 one-to-one review meetings during the year with each student
- Monitor and track attendance, achievement and progression
- Identify and signpost students to external support where appropriate liaising with the Heads of Key Stage

Personal and Social Development KS3 & KS4:

Additionally, all students in KS3 & KS4 will have a weekly timetabled lesson for Personal, Health and Social Education (PHSE) which will be delivered by their Pastoral Tutor. Specialist teachers and guest speakers will also be involved. The SoW will be coordinated by the Deputy Head (PF).

Personal Professional Development KS5:

All full time students in KS5 will have a timetabled Personal and Professional Development (PPD) session with their tutor or Head of Sixth Form. These sessions will provide a framework where students will have opportunities to:

- Develop and practice communication skills, working as part of a team, and problem solving
- Reflect on their performance and take a proactive approach in setting their own targets and goals
- Improve their study techniques and research skills
- Develop a sense of citizenship, care and respect for others irrespective of gender and ethnicity
- Additionally students will receive support and guidance on UCAS applications, Personal Statements, CV's and Career planning

Primary School:

All students will have a **Class Teacher** who is their first point of contact. They will provide both academic and pastoral support during:

- Subject lessons
- Play times
- Personal Social and Health Education
- Shared time e.g. assemblies, PE

Assemblies:

All students attend assemblies during the school year. These are normally arranged by year group or key stage.

Most of the time assemblies will have a specific purpose e.g. to discuss a theme or topic, motivational or celebratory. Students will also be encouraged to contribute to and lead class assemblies.

Student Responsibilities:

For students to benefit fully from the tutorial and pastoral care arrangements in School we expect them to:

- Demonstrate a positive commitment to their own development and learning
- Make positive contributions to one to one performance reviews with their tutor
- Take responsibility and accountability for their actions
- Show respect and courtesy to teachers, support staff and their peers

Key Documents:

The Tutorial sessions, one to one reviews, PHSE classes and assemblies will be delivered within the context of the School's mission statement and overall ethos of teaching and learning.

All pastoral care and support will be consistent and complementary to other school policies including:

- Behaviour & Discipline
- Antisocial Behaviour
- Safeguarding
- Teaching & Learning



Mr Colin Macrae
Head of Wingate School

Date of review: September 2019