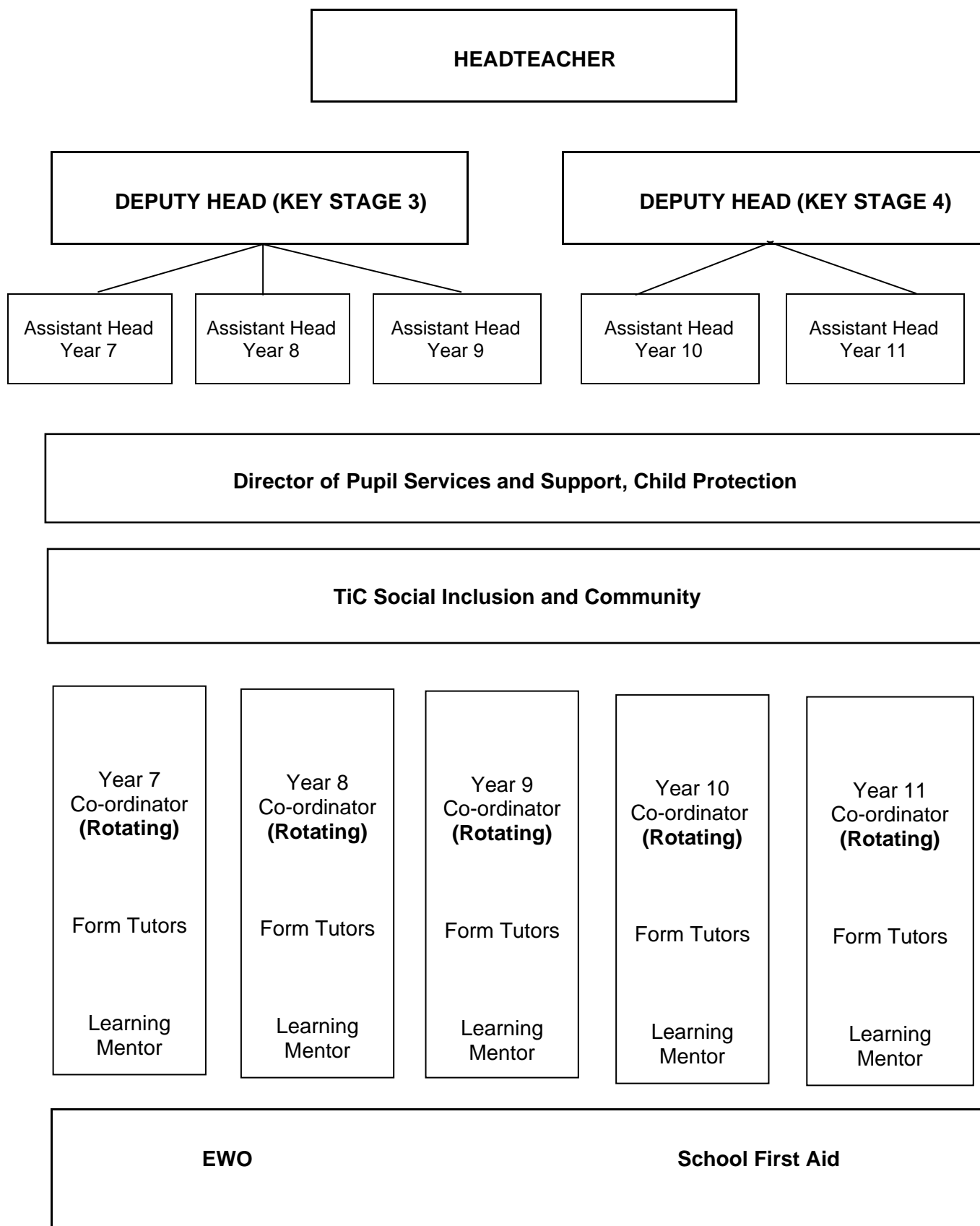




PASTORAL SYSTEM

PASTORAL STRUCTURE



THE PASTORAL SYSTEM

The primary aim of the pastoral system at Cumberland is to support and enhance the stated aims of the school. It is an integral part of the educational programme, ethos and organisation of our institution, and underpins Every Child Matters.

It is characterised by these guiding principles:

- A whole school approach - care for every pupil sustained by the whole staff as a means of facilitating learning.
- A long term process directed to improving the performance of all pupils. Pastoral care and achievement go hand in hand.
- A system which will help to create and maintain standards of behaviour and to monitor the school organisation and its effect on pupil performance.
- A structure which will support every Cumberland pupil through the crucial times in their personal and social development and important times in the organisation of their education at Cumberland.
- A means of early detection of emotional and behavioural difficulties and provision of help for all pupils under stress.
- A reference point for fully informing and involving parents in their children's educational achievement.

The Deputy Head of Key Stage has overall strategic responsibility of the pastoral system of their Key Stage.

The Assistant Headteacher's (AHT'S) and the Director of Pupil Services and Support are responsible for the following areas:

- a) The strategic planning across the year and/or key stage.
- b) The monitoring of academic performance across the year group and across subjects.
- c) The monitoring of attendance and adherence to the attendance procedures by liaising with Year Co-ordinators and the EWO.
- d) Dealing with serious incidents requiring exclusion, issues where there is a child protection concern and persistent low level offenders. Liaising with Jim Nuza on managing behaviour strategies.

- e) Setting and guiding the ethos of the year.
- f) Monitoring the application of procedures for uniform, planners etc.
- g) Monitoring the arrangements for reports, tracking and parents evenings.
- h) Transition issues for the key stage eg. Progress Files and GCSEs. AHT for Year 6 transition, Director of Pupil Services and Support for Year 11 to 12.
- i) Child protection and related issues across both key stages (Director of Pupil Services and Support).

The Year Co-ordinator is responsible for the following areas:

- a) Monitoring behaviour across the year group and liaising with departments and form tutors to deal with discipline issues.
- b) Monitoring attendance by liaising between the form tutors, the Director of Pupil Services and Support and the Assistant Headteacher (Attendance). Monitoring cause for concern returns and registers. Highlighting attendance and punctuality concerns.
- c) Monitoring uniform, use of planners and referrals etc on a day to day basis and in line with the Behaviour Policy.
- d) Arranging reports, tracking and parents/carers evenings for their year group in liaison with the Director of Pupil Services and Support or Deputy Head.
- e) Monitoring of academic progress across the year.
- f) Guiding the ethos.
- g) Rewards in line with the Reward Policy.

Key Activities

The aims and principles of the pastoral system are implemented by staff in the pastoral structure carrying out key activities. Some activities are carried out on a regular basis and others on an 'as the need arises' basis.

Activity	Time Scale	Personnel
Monitoring school attendance and punctuality. Checking notes, reporting problems to Year Co-ordinators and Attendance Co-ordinator (ref: Registration procedures)	Daily	Form Tutors EWO Director of Pupil Services and Support Year Co-ordinators Assistant Headteacher (Attendance Co-ordinator)
Monitoring lesson attendance and lateness (ref: Department Handbooks)	Daily	Teaching Staff
Implementation activities specified in the Form Tutor Pack. (ref: Tutor Pack)	Daily	Form Tutors
Supporting Form Tutor Pack	Daily	Year Co-ordinators/AHTs
Promotion of the Cumberland Code (ref: Cumberland Code)	Daily	All Staff
Monitoring of pupil planners	Weekly Half Termly	Form Tutors Leadership Group
Use of planners in lessons	Daily	All teaching Staff
Implementing school sanctions policy	Daily	All staff
Assessment, recording and reporting (ref: ARR procedures)	Yearly cycle	All teaching staff
Parents evening attendance	Yearly cycle	All teaching staff
Reporting Child Protection Concerns (ref: Child Protection Procedures)	As needed	All staff Child Protection Co-ordinator
Communication with parents, individual and group letters. Checking returns.	As needed	Head & Deputies, AHTs, Year Co-ordinators & Form Tutors
Referral to EWO, EPS & Social Services	As needed	Year Co-ordinators, AHTs, Director of Pupil Services and Support
Assemblies	Weekly Rota	Year Co-ordinators, AHTs, Headteacher & Senior Staff
Referral: Number/and issues frequency	Weekly	Year Co-ordinators, AHTs, Headteacher & Senior Staff

Activity	Time Scale	Personnel
Point of reference for pupils	Daily	Form Tutors Year Co-ordinators/AHTs
Consultation with individual parents	As needed	Year Co-ordinators/AHTs Senior Staff Learning Mentor
Organisation of Pastoral Meetings	Cyclic	Year Co-ordinators
Organisation of Parents/Carers evenings	Annual cycle	Year Tutors
Link with Community Police	As needed	Deputy Head/TiC Inclusion
Production of attendance statistics	Weekly	Assistant Headteacher (Attendance)
Review of attendance	Weekly	Assistant Headteacher (Attendance) Leadership Group
Maintaining pupil files	As needed	Year Co-ordinators/AHT
Implementing Homework policy	Daily	All Staff
Organisation and management of school Curriculum Enhancement and school pupil council	Annual in preparation	Senior Staff
Learning Mentor	As needed	Learning Mentor
Uniform	Daily	Form Tutors All Staff
Rewards and Sanctions	As needed	All Staff
PDE Curriculum Planning and Delivery	Weekly	Form Tutor TiC PDE Year-Coordinator Assistant Headteacher

**Assistant Headteacher And Year Co-ordinator
Tasks And Activities**

Duties, Responsibilities, Activities And Tasks	Assistant Headteacher	Year Co-ordinator
Organisation		
Assemblies	✓	✓
Parents Evening	✓	✓
New Admissions	X	X
Pupil Planners	X	✓
Registration	✓	✓
Tutor Programme	✓	✓
Year Team meetings	✓ (Strategic)	✓ (Operational)
Year Specific Monitoring	✓	✓ (Operational)
Learning Standards	X	✓
Attendance at Leadership Group/Year	✓	X
Tutor Meetings	✓	✓
Maintaining pupil files	X	✓
Organisation Management of Year Councils	X	✓
Parents		
Day to day matters	X	✓
Child Protection (low risk)	X	✓
Child Protection (high risk)	✓	X
Academic Achievement		
Monitoring Year Group learning standards		✓
Monitoring Teaching and Learning and Pupil progress	✓	X
	✓	✓
PDE		
Liaison with TIC PDE	✓	✓
Monitoring of PDE Teaching and Learning	✓	X
Preparation of PDE materials	X	✓
Attendance And Absence		
EWO meetings	✓	X
Assistant Headteacher and Year Co-ordinator Liaison	✓	✓ (Deliver)
Referrals and Administration	✓	✓
SACGS	✓	X
Monitoring Attendance Targets	✓	X
Rewards	✓	✓
Cause for Concern	✓	✓
Planning		
Strategic Key Stage Action Plans	✓	X
Yearly Cycle Reporting to Parents	✓ (Strategic)	✓ (Operational)
Leadership Group	✓	X
Discipline		
Referral to inter/intra Agencies	✓	✓
Referral sheets and forms	X	✓
Exclusion	✓	X
Rewards	X	✓
Detentions	✓	✓
Day to day Ethos	X	✓
Casual Uniform Infringement	X	✓
Persistent Uniform Infringement	✓	X
Monitoring of Referrals	✓	✓
Link with Community Police	✓	X