



**Merchant Taylors'**  
School

# Stanfield MTS

# Pastoral Care Policy

**Capability Policy & Procedure**

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## INTRODUCTION

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At Stanfield, pastoral care is understood to be a whole-school, strategic and operational system, which fosters an atmosphere that is conducive for learning and promotes important values such as tolerance, resilience and fairness. Such an approach to pastoral care aims to eliminate hindrances to learning, while creating an ethos that culminates in engagement and achievement both academically and as a contributing part of the community, both in school and at large.

This policy is a summary of long-standing procedures which are reflected in the School's Mission Statement; its ethos and values; the pastoral initiative *The Merchants' Mindset* and in the Code of Conduct for Pupils.

## CONTEXT

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Stanfield Merchant Taylors' is an academic school, which seeks to provide an atmosphere in which every pupil is able to achieve their maximum potential. To do so, the school seeks to support and develop the whole child and recognises that pupils will achieve their best academically when provided with the opportunity to take part in the widest possible range of activities, which contribute to the development of confidence, self-esteem and wellbeing.

The school also recognises that pupils will only achieve their best in an orderly and purposeful atmosphere, where they feel known, safe, valued and respected.

## THE SCHOOL'S PASTORAL STRUCTURE

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The School's formal pastoral system is horizontal. The class teacher is responsible for the daily pastoral care of a pupil, having an overview of their academic progress, personal relationships and social development.

Class teachers then work in teams with Heads of Section, as follows:

Reception	Head of EYFS
Years 1 and 2	Head of Infants
Years 3 – 6	Head of Juniors

The Assistant Head (Pastoral) oversees the Pastoral Team and supports teaching staff in their pastoral duties, with issues being escalated as necessary. Stanfield also offers a confidential counselling service to which pupils may self-refer or be referred by parents or staff. The School Counsellor is in school regularly each week and is a fully qualified professional counsellor.

All pupils in the School are offered Personal Social, Health and Education, which is delivered by Class Teachers, other members of the school staff and in some instances by outside specialist speakers.

The School employs a full-time School Nurse. In addition to her medical responsibilities and attending to the physical health of pupils, the School Nurse offers pastoral support to girls as required.

## PUPIL VOICE

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Expectations of behaviour, along with the ethos of the school, is enhanced greatly by ensuring that pupils feel like valued stakeholders in the school, with the opportunity to voice their opinions, suggestions and concerns. Weekly School Council meetings and form times are used to create an ongoing dialogue between the school and pupils. Pupils have the opportunity to raise issues of concern and to discuss matters affecting the quality of their lives and learning. Meetings are chaired by members of the Senior Leadership Team, who also set the agenda.

A House System also exists to facilitate vertical integration, to offer informal pastoral support and opportunities to develop self-esteem, leadership and a sense of responsibility.

## BEHAVIOUR OVERVIEW

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The School aims to promote the Merchants' Mindset in all pupils, instilling the highest standards of behaviour, both inside and outside the classroom (for more information, please refer to **Merchant's Mindset document**). The promotion of good behaviour is embedded in our Rewards and Sanction systems (**see Behaviour Policy**). To encourage pupils to meet our required standards, we have a framework of rules which are enforced by a series of sanctions. The highest standards of behaviour are reinforced in Assemblies, Form Periods, PSHE lessons and the wider curriculum.

### 1. DISCIPLINE

The school can only achieve its educational objectives within an orderly framework, where clear boundaries of acceptable behaviour and mutual respect are established. We attach importance to courtesy, integrity, good manners, good discipline and respect for the needs of others. Pupils are encouraged to take a full part in the activities of the School. The expected standard of behaviour is laid out in the School Code of Conduct, The Seven C's, and in the Behaviour Policy.

### 2. REWARDS

The School seeks to reward and to encourage positive behaviour. Our Rewards System aims to use extrinsic motivators to encourage the formation of good habits by rewarding specific behaviours and not just for general achievement. Using rewards in a targeted way, we aim to

develop intrinsically motivated pupils. Recognising and rewarding good behaviour, effort and achievement wherever possible is important as rewards help to foster and reinforce positive behaviours.

### 3. SANCTIONS

Good discipline requires a framework of rules which are sensible, defensible and clearly understood. This needs to be enforced by sanctions which are generally regarded as being fair in the sense that the 'punishment fits the crime'.

At Stanfield, a Traffic Light System is used to prevent low-level disruption in and around the school. For serious incidents, different sanctions may be used. Below is a brief description of procedures:

- A. **Suspension** – is a temporary sanction in response to a breach of the school rules. There is no right of appeal to suspensions under 11 days.  
Procedures for suspension are:
- The Headmistress (or in her absence a Deputy Head) will decide upon whether a pupil should be excluded.
  - Before the decision is made, a full investigation will have taken place and the girl concerned will have been questioned fairly and been given the opportunity to state her position and version of events.
  - Parents will be told the reasons for the suspension, how long it will last, what measures to support the pupil will be provided while they are suspended
  - Parents and pupil will be told of the expectations and conditions for the return to the school before the end of the suspension period.
- B. **Expulsion** – is permanent and a sanction of last resort. Expulsions are very rare within the schools. A pupil may be expelled for a single act which constitutes a major violation of discipline, such as breach of the school rules on substance abuse, or for a criminal offence. Expulsions can be appealed via the Board of Governors – see the process below. The student will be required to remain away from school pending the outcome of the review.
- C. **Removal** – is a permanent step, usually in response to repeated infringements of school policies, poor behaviour over a period of time and inability to benefit sufficiently from the educational opportunities and/or the community life offered by the school. Where removal is requested by the Headmistress, parents may be given a chance to withdraw their child as an alternative at the sole discretion of the Headmistress. The decision to remove can be appealed to the Board of Governors. The student will be required to remain away from school pending the outcome of the review. Further details on removal are found in the Terms and Conditions.  
Procedures for expulsion and removal are:
- The Headmistress (or in her absence a Deputy Head) will decide upon whether a pupil should be expelled/removed.
  - Before the decision is made, a full investigation will have taken place and the pupil concerned will have been questioned fairly and been given the opportunity to state her position and version of events.

- Parents will always be informed fully of the reasons for expulsion/removal and given a copy of the Review Procedure.
- The Chairman of Governors or the Deputy Chairman in the Chairman's absence will always be informed of expulsions/removals.
- Parents will be able to lodge an appeal against an expulsion/removal within seven calendar days of being notified of the expulsion/removal.
- An appeal review meeting will take place as soon as possible after the appeal has been lodged.
- The appeal review panel will consist of three members of the Board of Governors, who have not been previously informed of the details of the case in question. Parents may, if they wish, ask the school to nominate an independent person to take the place of the third Governor on the panel.
- The appeal review will be conducted following the Expulsion/ Removal of Pupils – Review Procedure (Annex A).
- The student will be required to remain away from school pending the outcome of the review.

## REFERENCES

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- Merchants' Mindset Policy
- Stanfield Parents' Handbook
- Code of Conduct for Pupils
- RSE Policy
- School PSHE Policy and Curriculum documents
- Anti-Bullying Policy
- Behaviour (including Rewards and Sanctions) Policy
- Terms and Conditions