



Merchant Taylors'
School

Pastoral Care Policy MTGS

Policy owner:	MTGS Head and Assistant Head Pastoral
Type of policy:	Policy and procedure
Regulatory Body:	Department for Education / Independent Schools Inspectorate
Relevant Legislation / Guidance:	n/a
Last reviewed by / date:	Head of MTGS October 2022
Last approved by / date:	Executive Head November 2022
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Linked Policies:	<ul style="list-style-type: none">• MTGS Parents' Handbook• Code of Conduct for Pupils• School Policy on Relationships and Sex Education• School PSHE Policy and Curriculum documents• Anti-Bullying Policy• Rewards and Sanctions Procedures• Terms and Conditions• Behaviour Policy• Rewards and Sanctions procedures• Safeguarding Policy• First Aid Policies• Supervision of Pupils Policy



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PASTORAL CARE POLICY

1. CONTEXT

MTGS is an academic school, which seeks to provide an atmosphere in which every pupil is able to achieve their maximum potential. It is a school which seeks to support and to develop the whole person and which recognises that pupils will achieve their best academically if they are provided with the opportunity to take part in the widest possible range of extracurricular activities, which contribute to the development of confidence and self-esteem. 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.

2. THE SCHOOL'S PASTORAL STRUCTURE

We aim to embed a pastoral system so that it is seen to be a real strength of the school. MTGS is a warm, supportive and close-knit community, with a diverse social and cultural mix of students. It is in this environment that our girls learn to be respectful of themselves and others, to take responsibility for their actions and what they say to others, and to be resourceful when looking to find solutions to the challenges that they will inevitably encounter. Underpinning this will be a strong House System that will form the basis for social and emotional support as well as provide existing opportunities for pupils to involve themselves in the life of the School.

2.1. House System

MTGS has three Houses: Minerva, Gaia and Thalia. The House System is overseen by the 3 Head of House and the Assistant Head, Pastoral. Each Head of House will be supported by an elected House Captain in Year 13 and House Coordinators from Year 10. Each House has a group of House tutors who will oversee the day to day pastoral provision for the pupils. The House Tutor will be your first point of contact for you as a parent if you have anything you wish to raise with them.

Each House tutoring team is made up of staff who have a wealth of experience of tutoring pupils within the different key stages and they will be supported by Head of Year Coordinators.

House	Head of House	Contact details
Minerva	Miss Keri Taws	k.taws@merchantatylors.com
Thalia	Mrs Vicki Mee	v.mee@merchantatylors.com



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Gaia	Mrs Natalie Houghton	n.houghton@merchanttaylor.com
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Pastoral Team

Form Tutor: They should always be the first point of contact for matters that arise throughout the school day.

Head of House: When further input and support is required:

Head of Gaia: Mrs Houghton (n.houghton@merchanttaylor.com)

Head of Minerva: Miss Taws (k.taws@merchanttaylor.com)

Head of Thalia: Mrs Mee (v.mee@merchanttaylor.com)

Each Head of House also has a responsibility for academic events throughout the year and they are responsible for specific year groups. When we begin to look at options and academic decisions throughout the year, the following staff will oversee specific year groups. They also oversee any trips or activities that take place in a year group, rather than in a form group.

Mrs Taws: Year 7, 8 & 9

Mrs Houghton: Year 10 & 11

Mrs Mee: Year 12 & 13

We also have a counselling team and medical team who work across the school.

Counselling Team

Lead Counsellor Lyndsey Ashley: l.ashley@merchanttaylor.com

Medical Team

Lead practitioner Nurse Bickley: j.bickley@merchanttaylor.com

Mrs Mayne is our Assistant Head (Pastoral) and oversees all of our pastoral and safeguarding provision, she is also our Designated Safeguarding Lead (DSL). She can be contacted on: j.mayne@merchanttaylor.com

Tutoring

We moved to vertical tutoring system in September 2021. Please see the Form Tutor team below:

[Tutor Groups 2022-23 Update](#)



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Minerva - KTa

Form	Vertical Tutor	Tutor Base	Days staff not in
M1	JJs/	MA1	-
M2	EGB / PDa	MA2	-
M3	EWi / JWh	MA3	-
M4	HHe	MA4	-
M5	PPr	G1	-
M6	NHi	G3	Wed-Fri (A & B)
M7	AJo / DCr	PS1	Fri A, Wed B

Thalia - VMe

Form	Vertical Tutor	Tutor Base	Days staff not in
T1	RBe / JdJo	E1	-
T2	MWh	E2	-
T3	GBe	E3	-
T4	RHa	CL1	-
T5	GEv	CL2	-
T6	ETu	H1	-
T7	CCa	H2	-

Gaia - NHo

Form	Vertical Tutor	Tutor Base	Days staff not in
G1	SHe / YBI	ML1	Fri A, Fri B
G2	LMc	AR2	-
G3	SLa	ML3	-
G4	CRu	ML4	-
G5	JLy	RS1	-
G6	SSh	ML2	-
G7	AHa	E4	-

PSHE Form Groups To be known as year/m/t/g. Staff initials e.g. 7M.HHE

Yr Gp	M		Rm	T		Rm	G		Rm
	Wk A	Wk B		Wk A	Wk B		Wk A	Wk B	
7	HHE			MWH			RGR		
8	EWI			SSH			AHA		
9	RBL			RBE			JJN		
10	JJS			ETU			CRU		
11	JWH			CCA			GBE		
12	JMa	AJo		GEV	JBI		SLA		
13	PPR			RHA			ENE	KWH	

Sex ed – JLY, EGR, LWR



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3. SCHOOL COUNCIL

The School Council meets regularly. 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 Head Girl Team (MTGS) and Staff (MTGS), who also set the agenda in consultation with members of the school's Senior Management Team.

4. Focus groups and EDI

Through the EDI co-ordinator and EDI Prefect (pupil) focus groups and pupil voice groups are run throughout the year. This is a forum for pupils to bring concerns with direct concerns regarding racism, homophobia and any group that feels marginalised within the MTGS community. The group leads on developing awareness through assemblies, activities and the development of such groups as Prism.