

Contact: Adrian Floyd

Finton House School **Pastoral Care Policy**

This policy is made available via the school website, is provided to all parents (current and prospective) in the parents' handbook, is provided to all Governors in the Governors' handbook, is provided to all staff in the Staff Handbook, is available from the school office and is kept in the Library.

All Staff

At Finton House we have a policy of integration of Special Needs children and as a result of this, we are highly staffed. All our staff are committed to the unique atmosphere in the school of respect, care and tolerance for all pupils.

All teaching and non-teaching staff are involved in the pastoral care of all pupils in the school. Successful pastoral care means that all children feel at home in school - that they feel liked, respected and supported, regardless of their strengths or weaknesses.

The secretaries also provide pastoral care, often administering medical treatment to children who are sick, as well as offering general help and reassurance of a wider nature.

The Class Teacher

Throughout the school the most important link in the pastoral chain is the Class Teacher who is concerned with each child's overall welfare. All staff must tell the Class Teacher if a child in the class has done something particularly noteworthy, good or bad. In addition the Class Teacher invariably gets to know the children's parents quickly. On a day-to-day basis, we welcome parents in the classrooms. In addition, there is an Introductory Evening for each year group at the start of the academic year, in which the year's work is explained, as well as the two Parents' Evenings, where the children's teachers meet the parents. Daily contact is maintained between home and school by the use of a message book/homework diary. Parents may come to the classroom with their children at the start of the day. Appointments can always be arranged between the teacher and parent, if the need arises. Minutes of all important meetings between school and other parties are kept on the school database.

Head of Lower School and Head of Upper School

Most pastoral matters are dealt with by the Class Teacher, assisted if necessary by one of the Assistants. If the matter is sufficiently important, the Class Teacher brings it to the attention of the Head of Lower School or Upper School who may in turn consult the Head if the situation merits it.

Special Needs Children

Since there are so many teachers and assistants at Finton House it is seen as very important that they can communicate with the Class Teacher as quickly and effectively as possible. Therefore, the teachers and assistants working directly with a Special Needs child have a weekly meeting. In addition, files of medical records and confidential information are kept by the Class Teacher and the School Office.

Confidential report Systems

Each child at Finton House has a Confidential Report Form which is kept up-to-date by the Class Teacher. All relevant information is recorded e.g. a bullying incident, unhappiness and any issues of concern. The school database is used to store all minutes of meetings and such minutes should be emailed to the relevant staff (the Head is automatically copied in on all such emails). All cases of bullying are written up and copies given to the Headteacher.

House System

From the Reception classes upwards, pupils are allocated houses:

Charrington

Macmillan

Nunneley

Thomson

The Houses are named after four Founder Governors.

The Houses are particularly valuable for sporting and other events where there are element of competition and teamwork.

In addition, all children are awarded House Points for work where they have put in considerable effort, or occasions of kindness or helpfulness.

The Houses give a different entity to which the children belong. Each House has a fund raising event twice a year. Usually this is preceded by a special assembly to teach the children about the activity they will take part in and to answers any questions.

The House masters or House mistresses are teachers who lead the Houses and help the House Captains organise events.

Charrington

Tbc

Miss Clare H

Macmillan

Mr Paul R

Miss Emma B

Nunneley

Miss Emma H

Miss Barbara F

Thomson

Miss Helen D

Miss Susan S

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