



## Pastoral policy

### Mission Statement

We are an all-through, inclusive Catholic girls' school, with boys in the Nursery, committed to preparing girls for lifelong effectiveness and success. As part of their journey girls will learn of intellectual risk taking and emotional strength, reflection and self-knowledge, persuasiveness and team building as well as a cultural curiosity for an enriched enjoyment of life.

In our stunning 13 acres of grounds, girls have a physical freedom unique in central London. We aim to instil in them the emotional freedom to grow intellectually and spiritually and to understand the truth about themselves, others and our complex world. We will give them the courage to be ambitious and compassionate and we will provide a secure, happy and nurturing community in which to explore all of the above.

To this end we seek, develop and retain the best teachers who value well-being and the individual progress of each girl as much as they are relentless in their pursuit of academic excellence. Their goal is life-long success for each girl, and they set the pace of energy and dynamism within which the girls flourish.

### Equality Statement

At St Augustine's Priory we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from the School, irrespective of race, gender, disability, religion or socio-economic background. We aim to develop a culture of inclusion and diversity in which all those connected with the School feel proud of their identity and able to participate fully in School life. To that end we embrace the RADIO toolkit to equip all members of our community with the skills to participate in building a respectful culture.

### Policy Statement

It is our central aim that each pupil at St Augustine's Priory feels known, supported, confident and encouraged to be their best self as part of our education of the whole person. It therefore applies to all children and young people in the Seniors, Juniors and EYFS. We are named after St Augustine who said that we learn best when we are happy. We see pastoral care and academic life as intertwined.

All staff and pupils have a responsibility for the happiness and well-being of each other, as well as making St Augustine's Priory a fully inclusive community. Our values are embedded in everything we do and are the foundation of our excellent pastoral care: love of learning, integrity and truth, freedom of spirit, courage and community guided by the Holy Spirit. Our school motto is Veritas (truth); we don't have difficult conversations, we have Veritas conversations.

### Pastoral Staff Roles

#### Heads of Year/Director of Priory Sixth (Seniors)

The role of the Head of Year/Director of Priory Sixth is to support the Form Teacher/Form Tutor, deal with issues which relate to the whole cohort, arrange consultation meetings, and deal with problems which are more serious than day to day issues which form teachers/tutors are expected to manage as a matter of course. Many have Mental Health First Aid training. The Heads of Year/Director of Priory Sixth meet

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fortnightly with the Deputy Head Pastoral (Seniors), SENCO and school nurse as a group to consider major issues, formulate policy and discuss the welfare of particular girls within their year group. Heads of Year/Director of Priory Sixth chair fortnightly meetings with their form teacher/tutor team to contribute ideas, monitor progress and development of the year group and share ideas on the management of specific issues or individuals. Juniors meet weekly to discuss each pupil in the school. We routinely look for patterns and trends to ensure our work is high impact.

### Form Teachers/Tutors

The tutorial system is integral in managing the whole academic and pastoral well-being of individual pupils across the whole school. Form teachers, and form tutors in Priory Sixth, are pupils' first port of call every morning; they are expected to build up a full picture of each pupil in their form group and to act as advocates, mentors and role models for all pupils. Each form in the Seniors has at least two form teachers who co-share duties and responsibilities. In Priory Sixth, there is usually one form tutor working with a smaller group of pupils. One form teacher is allocated to each Junior and EYFS form, and in the EYFS each form has a dedicated teaching assistant. EYFS and Junior form teachers work very closely with the Deputy Head Pastoral (Juniors) and Deputy Head Academic (Juniors).

The main responsibility of the form teacher/tutor is to help pupils make the most of their abilities by monitoring their holistic progress and providing guidance and support. Form teachers/tutors help maintain and monitor pupils' motivation and help girls become reflective and resilient practitioners. Form teachers register pupils twice daily, monitor Merit Marks and House Points, warnings and other serious sanctions and communicate with parents when necessary. They are asked to be alert to patterns of behaviour and attendance and to be alert to early signs of a pupil who is struggling.

### Other Pastoral Staff

We have a dedicated school nurse who is on site from 8:00am-4:00pm daily during term time. The nurse plays a key role in supporting pupils and communicating with the pastoral team about individual girls. She will also provide support and information for staff and parents when girls have particular conditions which require previous knowledge or awareness.

Our school counsellor from the Catholic Children's Society works on Monday and Tuesday during term time. Staff can make referrals for individual pupils through the link person, who is the Deputy Head Pastoral (Seniors). The pastoral team can also recommend private therapists and counsellors who we have a close working relationship with.

The SENCO works closely with both pastoral and academic staff to support all pupils with any additional learning needs.

The Pastoral Assistant, who is not a teacher and therefore not responsible for discipline works closely with both pastoral and academic staff to support pupils' mental health.

All pastoral staff meet regularly with the DSL and DDSs.

### Partnership with Parents / Carers

At St Augustine's Priory we are proud of the pastoral care which we offer to all our girls and families where we place the girls firmly at the heart of everything we do. We will always endeavour to put the girls voice

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at the centre of our processes undertaking active listening and helping support families where it is required.

When supporting families who have been separated we try to remain impartial, and provide a balanced and professional view to help support your daughter. We aim to provide both parents with the communication they require to support their daughter. We deal with how the girl is presenting in school and what she needs on a day to day basis moving forwards.

We recommend if communication between parties is an ongoing issue, that mediation such as SAFE in Ealing is a good route to allow a common ground to be met which puts your daughter at the heart of all decisions, keeping communication positive and constructive.

## House System

On admission, every pupil is allocated one of the four Houses – St George, St Michael, St Gabriel and St Raphael. The House system is used to develop strong community relationships between pupils across the whole school, such as during House events and competitions (Feast Day, Charities Week, Sports Day).

## PSHEE and RSE

The PSHEE programme aims to be relevant, up-to-date, challenging, coherent and appropriate for the specific phase of the school. The PSHEE programme includes sessions and advice on all aspect of the pupils' welfare, including the importance of healthy eating and exercise, online safety, relationships education (EYFS and Juniors), relationships and sex education (Seniors) and economic education. All teaching on relationships and sex education meets statutory requirements from September 2020 and is fully in line with our Catholic ethos.

## Other Pastoral Support

- We have a 'Big Sister, Little Sister' pastoral care system set up to pair all Form III (year 7) pupils with a 'big sister' in Priory Sixth to help with transition into Seniors.
- Buddy and peer mentoring systems are in place throughout the school.
- We also have a dedicated pastoral space in our meadow called 'The Sanctuary' where pastoral intervention takes place on a daily basis.
- All pupils in Juniors and Seniors have a daily planner with pastoral pages and information about how to keep safe and how to report incidents, including bullying, racist incidents or peer-on-peer abuse.
- Junior and Senior school council reps from each form are voted at the beginning of each academic year and the school council is the opportunity for pupils to give voice to issues and concerns they may have in a safe and supportive environment.
- We have also established an Inclusion Committee
- All staff are trained to log concerns and deal with pastoral issues as they arise, giving bespoke pastoral support to each individual.
- We have an array of ways in which we set out to be a listening school which includes our Inclusion Committee, Student Council and Trusted Friend programme.



### Other Relevant Policies

- Safeguarding policy, including Prevent, Missing Child
- Promoting Good Behaviour policy/EYFS Behaviour policy
- Anti-bullying policy
- SEND and EAL policy
- Mental Health policy
- Acceptable Use policy and Digital Responsibility (formally e-safety) policy
- Pupils with Special Educational Needs and Disabilities policy
- PSHEE policy
- RSE policy
- EYFS Personal Care policy
- Digital Responsibility Policy

**Policy reviewed:** June 2021

**Next review:** June 2022



## APPENDIX

### Further Pastoral Support

- [Childline](#) – call 0800 1111
- [Mind](#) – call 0300 123 3393
- [Samaritans](#) – call 116 123 or email [jo@samaritans.org](mailto:jo@samaritans.org)
- Or call NHS 111 or your GP – they can assist in providing the [mental health support](#) you may need
- Young Minds <https://youngminds.org.uk/contact-us/>
- Karma Nirvana [www.karmanirvana.org.uk](http://www.karmanirvana.org.uk) – supports individuals facing forced marriage
- Kooth <https://www.kooth.com/> - free confidential online support for mental wellbeing
- NHS Think Ninja <https://www.nhs.uk/apps-library/thinkninja> - mental health app with practical tips for wellbeing and mindfulness
- Anna Freud Centre <https://www.annafreud.org/on-my-mind/self-care/>
- [Shout](#)
- <https://www.nhs.uk/service-search/mental-health/find-an-urgent-mental-health-helpline>