



Pastoral Policy

2011-12

This policy applies to Early Years Foundation Stage, Junior School and Senior School.

The pastoral system at Hollygirt exists to provide the girls with the moral framework necessary to identify and satisfy her physical, social and spiritual needs. We aim to cater for each individual girl's needs in a supportive environment.

When a girl enters Hollygirt, she is placed in a form and has immediate access to a Form Tutor/Class Teacher. In the Junior School, girls change Class Teacher each year. In the Senior School, a Form Tutor may follow a group from Year 7 to 9. The Form Tutor stays with the form through Year 10 and 11. Additionally each form in Senior School has a Deputy Form Tutor.

Each Form elects a Form Captain who is responsible to the Form Tutor for the day to day running of the Form. A School Forum Representative is elected from each Form to provide a wider forum for the girls' views, and this meets twice a term.

Registration provides twice daily contact for all years and an Issues programme is delivered on a form basis. In all years there is a Personal Social and Health Education component to this programme and this is augmented by Careers Education and Guidance.

A girl's academic welfare is supported by the Form Tutor, reports and parents evenings. The Special Needs Coordinator helps girls with any organisational matters should they require extra help.

Referral

Any teacher suspecting a pastoral problem must speak to the Deputy Head who will in turn investigate the situation and discuss the issues with relevant staff.

If the situation warrants, the Deputy Head will consult with the Headmistress as to the best course of action and, if necessary, a parental visit will be arranged.

All relevant information is recorded on the school's management information system. Where appropriate the Deputy Head and/or the Special Needs Coordinator will be informed. The girl's Form Tutor will be kept fully informed of all developments when appropriate.

Other Relevant Policies

- Personal, Social and Health Education Policy
- Safeguarding and Child Protection Policy
- Sex Education Policy
- Religious Studies Policy

*Unchanged July 2008
Updated July 2010*