



Pupil Welfare and Pastoral Care Policy

Policy Type	Non-regulatory
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In our big and busy school we aim to care deeply about each individual girl. The provision of pastoral care is designed to help girls make decisions about themselves and to care about others within the framework of a very diverse community. We provide an outstanding range of opportunities for the girls' personal development and to help them consolidate a system of spiritual beliefs and a moral code.

From the moment she becomes a Habs girl, the partnership with her parents is emphasized; hand in hand we can support each girl, operating on a basis of trust and with the support of a face she knows from the start.

In the Senior School pupils are allocated to form groups broadly depending on where they live, so that they will have school friends relatively nearby. The form tutors and Pastoral prefects play a key role in the girls' welfare. Each form becomes a family unit consisting of the tutor, a deputy, a sixth form Pastoral prefect and two elected form captains from within the form itself. Strong peer support comes from the girls in the year and from the older girls in the Sixth form. Much emphasis is placed upon their responsibility for the ethos and happiness of the form.

We have a school nurse and a trained counsellor to meet the needs of individual girls. Our anti-bullying policy is displayed in all the form rooms and ensures that rare instances of bullying are dealt with swiftly according to widely known procedures. The premise is that everyone has the right to feel comfortable, at ease and happy both in school and travelling to and from school. The coach service provides additional support and reassurance and the Sixth form coach stewards from the Girls' and Boys' Schools keep a watchful eye.

We have comprehensive pastoral, tutorial and guidance systems, which support the educational and personal development of the girls. One of the Deputy Heads has overall pastoral responsibility. She co-ordinates the team of Section Heads, form tutors, Head of Individual Needs, School Nurse, School Counsellor and subject staff who work closely together, so that the needs of the pupils, whether academic, social or pastoral are speedily evaluated and appropriate measures taken.

In the Junior School, the Deputy Head has overall responsibility for the pastoral welfare of the girls. In addition every member of staff, whether teaching or non-teaching, has a role in promoting the welfare and pastoral care of the girls. Class teachers and teaching assistants are key figures within each class, watching out for the girls and fostering positive attitudes and relationships. They aim to be approachable, ready to listen to any concerns that girls or their parents may bring and ready to act positively to help the girls resolve any difficulties. The Head and Deputy Head of Junior School and the Head of Infants know the girls and their parents and are available to assist in pastoral matters. When there are new girls in the class, time and support are given to help them to adapt and settle happily. For instance, in the Early Years the girls start by attending for half days only in the first week and gradually lengthen their stay to include lunch time and then full days. In Year 3 and above, any girl using the coach service for the first time is supported by a buddy until she is confident in the procedures.

All Year 6 girls are prefects and provide help and support to staff and younger girls around the school. This gives them valuable experience of taking responsibility, as does election as form captain for their class in KS2 or as Team Captain for one of the school teams. Sixth formers who come to help in the Junior School with events, clubs and lessons such as swimming, reading, computing and design technology provide another layer of care.

The School Nurse is available to dispense medicines and deal with any girl who falls ill during the day. There are several members of staff in the Junior School who are qualified to deal with minor injuries or problems in the first instance. The part time school counsellor is available to see junior girls, with the consent of their parents.

Staff appointments are made in accordance with DfE Safer Recruiting guidelines and procedures.

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