



PLYMOUTH COLLEGE
PASTORAL CARE POLICY
Including Early Years Foundation Stage

Last reviewed:	August 2025
Next review date:	August 2026
Responsibility:	Head of Prep

The happiness and well-being of our pupils is of paramount importance at the school. A happy child is a productive child and it is the duty of all staff to help ensure that our pupils are well cared for. The person most responsible for the pastoral care will usually be the class/form teacher. However in some cases, particularly in Years 5 and 6 where the child might spend a considerable amount of contact time with other teachers, it might well be that a subject teacher is the person they turn to. This is a strength of the system, but it is important that the form teacher is kept informed of any matters of concern.

The Role of the Class/Form Teacher in Pastoral Care

Class/Form Teachers are responsible for the pastoral care of their pupils. They should make every effort to get to know the pupils in their charge and monitor their academic and general progress. Form Time can be of great value in allowing Class/Form Teachers an insight into the lives of their pupils, and it is important that as classes move up, the school teachers communicate to allow for a smooth transition. Form time should also be used for monitoring Google Classrooms and homework deadlines as well as discussing positive and negative behaviour points in addition to PSHE sessions. Form Teachers should ensure that they are aware of any factors that have influenced the child's development through the school. The principal ways of preparing for this are:

- a. consult with the child's previous Class/Form Teacher.
- b. have a look at the child's file. (These files are kept in the school office and are always available should staff wish to consult them).

One of the principal roles of the Class/Form Teacher is to show an interest in what a child is achieving both in and out of school. It is important that all our pupils know that their efforts are being noted; a little praise can work wonders.

Concerns

There might be many reasons why a Class/Form Teacher has concerns about one of the pupils in their form. It might be that they have grown very quiet, that they are having arguments with their peers or that there has been a marked decline in the standard of their work.

1. Talk with the pupil (though staff should never be in a closed room with a pupil on their own).
2. Discuss your concerns with other staff (the staff briefing is often a good time for this).
3. Gently prompt other pupils or indeed school ambassadors who might have observed things on the playground.
4. Discuss the pupil with the Head of Prep, Deputy Head (Prep) and Head of EYFS.
5. If the Class/Form Teacher has worries concerning Child Protection issues they should follow the procedure laid out in the Child Protection Policy and send an email to Prep Safeguarding.

Class/Form Teachers might well feel that it is appropriate to contact a child's parents about their concerns. Prompt and appropriate intervention of this nature can often prevent a relatively minor issue developing into a major concern. However they should always make a written record (however brief) of any meetings or phone calls with parents unless they are of the most informal nature and ensure that this is placed on file.

A full Class/Form Teacher job description will be given to all teachers who undertake this vital role (with a special description for Early Years).

Holiday Club

Concerns must be directed to the Holiday Club Manager who will follow the above procedures as appropriate.