



## **IPSWICH PREPARATORY SCHOOL**

### **Pastoral Care Policy**

#### Introduction

Ipswich Preparatory School places key importance on the pastoral care of its pupils, staff and parents. Our school ethos aims to enable our pupils to develop self-esteem, confidence, independence and a sense of responsibility.

Through its provision for pastoral care, Ipswich Preparatory School aims to demonstrate its continuing concern for the personal and social development of the whole school community, regardless of their age, race or religion to encourage each individual to feel secure and able to fully participate in the life of the school and its wider community. This policy has been developed to cope with the influence of technology in children's lives; to create strong links between home and school; to maximise learning and to ensure a safe, secure environment for all its pupils.

#### Roles and Responsibilities

The Head of the Prep School ensures that related policies are reviewed and updated and that agreed procedures are followed.

All teachers have responsibility for the pastoral care of pupils in the School. Through the planned curricular programme they will have responsibility to build pupils' esteem, encourage them to be assertive where appropriate and help them to make informed decisions about issues in terms of 'right' or 'wrong'. Form teachers are charged with the day-to-day care of pupils in their Forms. They liaise directly with parents on matters of health, behaviour and academic progress. Parents are kept informed regularly and routinely of all that goes on in school and we ask that they let us know of any happening at home, such as the death of a pet, that might be causing concern to their child. Written letters of request for indoor play, administration of medicines, and non-completion of homework are addressed in the first instance to the Form Teacher who will inform other members of staff if necessary.

- ❖ Requests for absence from school should be made directly to the Head.
- ❖ Requests for non-participation in PE should be made directly to Form teachers.
- ❖ Letters about individual music lessons should be addressed to the Director of Music.

All letters are passed via the School Office to the registers of teachers or the Head.

Messages sent to parents will be sent via the Homework Diaries or they may be IS posted/emailed. Messages sent via the Homework Diaries should be dated and initialled by the parents so that teachers receive acknowledgement of receipt.

### Absence

Parents should either explain a child's absence in the form of a letter, email or telephone call. When a parent calls the School Office to notify the School of an absence, it is recorded in the electronic Attendance Register. The information required is:

- ❖ The child's name,
- ❖ Form
- ❖ Reason for absence.

Parents must then email or write to the school with the information so that we have a record of the absence. A record of this correspondence will be kept in a file in the Office.

If the School Office has not received a telephone call from parents explaining the absence, then we will telephone to find out where the children are.

If the child has been sick or had diarrhoea, they must stay at home for 48 hours after the last episode.

Unexplained absences will be pursued in the interests of the child and as by regulation.

### Appearance

Children are expected to look neat and tidy at all times during the school day. Girls or boys with long hair (long enough that it will fall in their faces when they are working) should wear a hair band or have it tied back. No vests should be visible in the neckline of boys' shirts or girls' dresses or blouses. Uniform lists are provided in the Parent Handbook and on the website.

### Assemblies

The whole school gets together for 15 minutes at 8.45 am on Mondays and some Fridays. On Tuesdays, Upper Prep children have Circle Time and Lower Prep children have a singing assembly. On Wednesdays, Lower Prep have their own birthday assembly and Upper Prep have an assembly in the Chapel. On Thursdays, an Upper Prep Achievement and Lower Prep badge assembly alternate with House assemblies.

During achievement assemblies general notices are given out, match reports and results are delivered by the pupils, children are congratulated on their achievements and certificates and badges are presented.

Once a week, the housepoint tally for the previous week is announced by house captains and the house trophy receives a ribbon of the appropriate house colour. A hymn is sung, followed by a presentation, which affords the children time to reflect upon an issue of significance to the community as a whole or one which will extend spiritual awareness.

Assemblies are led by the Head, the school Chaplain, members of the teaching staff, pupils and visiting speakers. Parents are welcome to lead assemblies. The school aims for its assemblies to be as accessible as possible to members of all faiths and none. Class and music assemblies are listed in the school calendar.

Each Wednesday, pupils in Years 3-6 have their assembly in the school chapel led by the chaplain.

House assemblies are organised fortnightly throughout the term. This is a time for House Tutors to see their house and organise activities where all children of different ages can participate. House captains and vice-captains are given the opportunity to plan and lead assemblies for their house. Charity assemblies are held from time to time to promote the chosen charity of the term or year.

Once a week, the youngest children (Reception, Years 1 and 2) have a birthday assembly during which 'birthday children' are sung to, blow out candles on a pretend cake and are invited to talk about their special day.

Occasionally, assembly times are used to give a concert platform to senior school music groups or to Prep pupils who are ready to perform a play, share a science project or any other activity which requires an audience.

World Book Day and other themes may also provide the impetus for assemblies.

This pattern of assemblies gives the school the opportunity for a quiet session during each school day. It gives a forum for communication across the community and a pause for reflection during each busy day.

### Awards, Rewards and Sanctions

Courtesy, good manners, respect and consideration for others, together with self-discipline, are important aspects of a child's education. At Ipswich Prep School the children are encouraged to treat others as they would wish to be treated themselves.

We have a positive approach to modifying and encouraging appropriate behaviours; though sanctions are imposed through the Missed Play system (for children in Year 3 to Year 6 and for Year 2 from the Lent term), which operates at lunchtimes. A member of staff will warn a child who commits a minor offence that if they act in the same way again, their name will be entered in the Missed Play File. The Missed Play File is kept in the staff room. Staff are responsible for ensuring that children who are put into Missed Play are entered into the file before lunchtime. The onus is on the child to be ready at the Upper Prep door to the playground at 12.40 pm to be collected by the KS2 Phase Leader. After a second missed play, in one half of a term, the child has a meeting with the Deputy Head and parents are notified via a note in the child's homework diary. If a child is issued with three missed plays in one half of a term, he or she will report to the Head during Friday Activities and parents are sent a letter or receive a phone call from the Deputy Head. If poor behaviour continues a meeting will be arranged with the Head, parents and pupil in order to discuss further support or action.

In KS1 children end the week with Golden Time; this is an opportunity to reward hard work and good behaviour by allowing the children a session of free play with toys of their choice. Children do occasionally need help and support to modify their behaviour and the choices they make. A member of staff will warn a child who commits a minor offence that if they act in the same way again they will lose minutes from Golden Time. At the start of Golden Time children total their missed minutes and use a sand timer to time their exclusion from play. Reception children will take part in Golden Time, and the possibility of losing minutes, from the start of the Summer term.

### The following awards are presented in School assemblies

In the Lower Prep merit badges/stickers are awarded for good and caring behaviour. These are given by all staff (Teachers and Classroom Assistants) at the time the good, caring behaviour is seen, in order to have immediate and maximum impact. Badges and stickers are also awarded during Friday's 'Celebration Assembly'. Special status is given to such badges and they are used to promote discussion on positive behaviour.

In the Upper Prep Commendations and Head's Awards are presented to children who have excelled in an area of the curriculum or who have behaved in an outstanding way. Children can be awarded commendations at any time of the year. The child's name and reason for receiving a commendation are read out in assembly and they are presented with a certificate.

House points are awarded to children, in both Upper and Lower Prep, for a variety of reasons. They are used to reinforce good work and good behaviour and are given in the form of coloured 'tokens' which are posted, by the child, into a house collection box. 'Stamps' or stickers may also be recorded in a pupil's homework diary, or on badges for younger pupils, thus providing a record for pupils and parents. Each week the collection boxes are emptied by the house captains and the tokens are counted. The total for each house is read out in assembly and the winning house puts a house ribbon on the mascot.

At the end of the year, all of the house points are added up to go towards the house trophy.

### Birthdays

In the Lower Prep children's birthdays are celebrated by being given a birthday badge and by being sung to whilst blowing out candles in a special birthday assembly. We ask that children do not bring in cakes or treats to share with their friends. All birthday children, throughout the school, are given a house birthday card and a penguin biscuit from the Head and are sung to during the Monday assembly.

### Children missing lessons

Children from Year 3 are able to have peripatetic music lessons during the school day. Children are expected to catch up with any work missed, where reasonable, in their own time. Any problems please see the Director of Music.

### Clubs

The co-curricular life of the School is well developed. Clubs take place at lunchtime or after school between 3.30 and 5.00 p.m. It is the duty of the member of staff running the club to ensure that all members are collected either from the playground at the end of the club or taken back to Late Stay if an approved adult or older sibling has not collected them by 5.10 p.m.

### Charities

The Director of Music is in charge of Charities and works together with a group of Charity monitors chosen from Year 6. The School chooses a main charity each year and to give a good cause some proper attention the School often continues to support the main charity for a second year as this gives the children the opportunity to make relationships with either the charity organisers, or the recipients of the support we give. As well as supporting a main charity (Soma Leo, 2015/16) the Prep School community also supports good local causes and national events such as Red Nose Day, Children in Need, Sport Relief and World Disaster Relief. Charity work is reported upon regularly during assembly time. In addition to the whole School charity work, each House choose a charity to support throughout the year.

### Child Welfare

The procedure for dealing with a suspected child abuse is outlined in our Safeguarding Children Policy.

### School Council

Each year children from Year 2 – 6 are invited to stand for School Council; the children prepare a short speech which they present to their year group, a secret ballot is then held and following this two representatives are chosen from each year group. The School Council meets together with the Deputy Head and staff representatives in order to discuss ideas and issues proposed by the children. The Year 6 Reps report to SMT on issues discussed. Minutes from School Council meetings are displayed on the School Council notice boards situated near the Upper Prep Reference Library and outside the Year 2 classrooms and regular reports are presented in assembly by council representatives.

### Contact Information Sheet

Parents are requested to complete a separate form for each child enrolled giving details of a variety of necessary information including contact priority telephone numbers and medical information. Parents are to advise the school of any changes in circumstances as they become apparent.

### Formal parents' consultation evenings

Formal parents' consultation evenings are held twice a year for each form, in the Michaelmas and Lent terms. The Head is available for interview by appointment at mutually convenient times.

Written reports for parents are made twice a year and Effort and Attainment Grades, for children in Year 3 to Year 6, are sent at the end of each term. Pupils causing a concern may be raised for discussion at staff meetings or brought directly to the attention of the Head. Form teachers meet with the Head and Director of Studies after assessment periods to discuss pupil progress. Informal meetings between staff and parents may occur at any mutually convenient time.

### House system

All pupils are assigned to one of four houses: Gleave, Mermagen, Notcutt and Yelland on entering Reception. Siblings are normally assigned to the same house. Members of the teaching staff are assigned to each house and each house has a tutor in charge of it. Houses meet regularly to share work, prepare for house events and elect captains and vice captains. House captains announce the results of totalled house points at assembly on Mondays. At the end of the year a house trophy is awarded to the house with the most points from all of the house competitions and house points during the year. An annual house team-building day is held in the Michaelmas term.

### Lost Property

Upper Prep lost property is kept in the basket by the crossing patrol office in the main foyer. All named articles of lost property are returned as swiftly as possible to pupils by caretaking staff. At the end of the Summer term, items are displayed on tables outside the Year 5 and 6 classrooms. Lower Prep lost property is kept in the Lower Prep School Office. All named articles of lost property are returned as swiftly as possible to pupils. At the end of the Summer term, items are displayed on tables outside the Year 1 classrooms. Uncollected items are given to second hand uniform sales or to charity.

Smaller items that have been lost are handed in to the School Office where they are kept in a 'lost bits and bobs' box. Watches and other valuable items are stored separately in the office by office staff.

### Medication

At the beginning of each school year parents are asked to supply details of any current or on-going medical problems. A second form is sent into school when a child has developed a new illness and parents then give details/instructions as to medication and if and when they wish staff to administer the same. The first form comes complete with all necessary emergency contact telephone numbers.

Medical expertise will be sought as appropriate. The School Office requires written permission in order to administer medication. This written permission should state the child's name, Form, medication and the time and dose that should be given. If written permission is not provided the medication cannot be administered.

### Monitor system

The monitor system was introduced to encourage Year 6 children to take on wider responsibilities and to uphold the ethos of being a learning community and a community of leaders. The children hold these positions until the middle of Lent term when they are invited to apply for a new role.

Discussion takes place with the Form Tutors and the children are invited to write their applications for their preferred positions. Monitor applications are made by pupils at the end of Year 5 and mid-way through Year 6. These applications are forwarded to the Deputy Head for consideration. The roles include: - Library, Assembly, Music, Art, Science, Games, Class, Charities and Office.

Teachers will meet with the new monitors to discuss their roles and expectations.

### Non-Class Time Supervision

The arrangements for beginnings and ends of days are detailed in the Staff Handbook and Parents' Handbook. During playtime, outside the school building, at least two teachers, classroom assistants or supervisory assistants, on a duty rota basis, supervise children. To ensure continuity in the standard of care, playground rules and procedures are monitored weekly. A supervised Breakfast Club for children in Year 1 to Year 6 is available from 7:45am to 8:30am. Children are able to choose from a range of cereals, toast, juice and tea. A Late Stay facility is staffed by two Late Stay Supervisors and runs in the Lower Prep Late Stay Room from 3.30 to 5.30 p.m. for children in Nursery to Year 2 and in the Language Suite situated on the lower ground floor of the Upper Prep building from 3.50 to 5.30 pm for children in Years 3 to 6.

### Pupil use of IT

#### Safe Use of the Internet

The school has up-to-date anti-virus and filtering systems. We have a firewall which blocks unfriendly incoming material. We currently do not provide email addresses for pupils in the Prep School but this will change in September 2016 for Year 5 and 6 pupils who will have email access. Most desktop use is teacher supervised but the IT department checks regularly for violations and it has been found that most of the violations are words used unintentionally which the system read as inappropriate but they were ambiguous. Pupils are asked to sign an Acceptable Use Policy to promote best practice with It use and also for all pupils to enjoy digital technology free from bullying, discrimination, exploitation and harassment.

Access to websites which could potentially be used for cyber bullying would have to take place out of school because access to these sites is stopped by the school firewall, as is mobile use in school for texting. Cyber bullying prevention is part of our PHSE programme and is

included in our anti-bullying policy. However, there is always a degree of trust involved in any system, so hacking and anti-social behaviour is always possible even though we have an acceptable use policy. Please see the Anti-Bullying policy and IT policy for further information.

#### Pupil use of the telephone

The School Offices field any routine queries from parents and pupils and will pass on telephone messages. Pupils may telephone parents in emergencies but only from the School Offices and with permission.

Mobile phones should not be brought to school unless permission has been sought from the Head. If permission has been granted then phones must be clearly named and brought to the School Offices at the beginning of each day for safe-keeping and collected at the end of the school day.

Children at Ipswich Preparatory School do not currently have school email addresses.

#### Catering Committee

The Year 2 and Year 6 School Council Representatives attend Catering Committee Meetings in the Senior School. They represent the Prep raising and contributing ideas for lunchtime menus. They report back to the School during an assembly.

#### Safety and site security

The Prep School benefits from added security in the form of a fence around its perimeter. During morning drop off until 9.00am the playground gates are open and from 3.10 pm in the afternoon.

All visitors to the school during the day (8.30 am – 3.50 pm) including parents should report to the school reception in either the Lower Prep or the Upper Prep. All visitors to the school site during the school day will be asked to wear a visitor's badge. This badge should be worn at all times and returned to reception on their departure from school.

Children needing to cross Ivory Street to enter the Senior School site are accompanied by crossing patrol.

The school ratio for trips and excursions is 1 teacher to every 8 pupils, for games and local walking trips the ratio is 1 teacher to every 12 children to accommodate two members of staff for every class.

Fire practices are held at least once per term and the fire bell is regularly tested.

Cycling and scooting is not allowed on the school site.

Inside the building, in corridors and on stairs, traffic keeps to the left. Outside doors should be kept shut and never propped open.

For other matters, please consult both generic risk assessments and Health and Safety reports.

#### Sickness or Injury

We have a School Matron on site throughout the school day. All members of staff have taken a short first aid course which is renewed every three years. In addition some members of

staff in the Early Years Team hold a certificate in Paediatric First Aid. Members of the Late Stay facility are also first aid trained.

Children who are unwell or suffer a minor injury during the school day will be taken to the school office in either the Lower or Upper Prep building. The extent of their injuries or severity of their illness is quickly assessed and first aid is given as appropriate. The school matron is contacted when necessary and always in the event of a head injury. Head injuries are always reported by means of a standardised form. All incidents are recorded in the Accident Book.

If necessary, parents will be contacted with a view to having their child collected and taken home. Parents are asked to ensure that they declare all medical details and emergency contact numbers to the school on the appropriate forms, and advise the school whenever there is a change of details. Our systems, designed to give the best care to the children, will not work without parents' co-operation in this.

#### Staff Training

Staff will be informed of any changes in policy and procedures as required. Staff are able to attend training courses during the school year. Staff are updated annually about changes in the Child Welfare Act.

Any resources required will be obtained for teachers to deliver pastoral care issues. Relevant courses offered by outside agencies may be attended where possible.

#### Visiting speakers

Visitors from other faiths and cultures and prominent members of the community are sometimes invited to lead an assembly. The common act of silence, respect, contemplation, reflection and prayer is a common feature of all religions and of our assembly time. Visiting speakers are chosen carefully.

Known speakers such as parents, teachers and visitors known to the community deliver the majority of the assemblies.

We use the PSHE coordinator or class teachers to deliver the bulk of the curriculum which contains a lot of sensitive information for young children. Any visiting speaker has the challenge of being dynamic but also using appropriate language for the audience, must be accompanied by a teacher, must be in the school at the discretion of the Head, and must be prepared for the visit by speaking beforehand with a member of staff or the Head. The nature of topics must be appropriate for the children's age group and maturity. Much of the work given in a talk is through the follow up activities and these must be taken into account so that there is a clear link to the school's schemes of work. This allows for reinforcement at the differentiated stages of pupils' maturity.

#### Vetting

Adults working with, or supervising pupils, will be vetted according to Child Safeguarding procedures. The School keeps a record of DBS checks.

**April 2016**