



IPSWICH PREP 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.

Pastoral care is discussed regularly in Staff Meeting time and during Senior Management Meetings. The Deputy Head and Lower Prep and EYFS Lead have a responsibility to support and monitor pastoral care on an individual and school basis. The Deputy Head and Lower Prep and EYFS Lead work to support pupils, parents and staff to uphold our School values and to fulfil the potential of every pupil.

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. Most written communication from parents is addressed in the first instance to the Form Teacher who will inform other members of staff if necessary. Such examples of this may be a request for indoor play if a child is injured or not feeling 100%, or, non-completion of homework.

- 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.
- Requests and communications about individual music lessons should be addressed to the Director of Music.

Any written letters are passed via the School Office for the attention of Form 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

Please refer to the school's attendance policy.

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 to ensure that all children are safeguarded in accordance with our school attendance policy.

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 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.

The whole school gets together for 15 minutes at 8.55am on Mondays. Children gather collectively as a Phase every morning when not gathering as a school. Weekly assemblies include: Celebration Assembly, FRIENDS assembly, Singing assembly and Chapel (for Upper Prep, Led by the School Chaplin)/Phase assembly (Lower Prep). On alternate weeks, the children gather together to have a House Assembly.

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.

During Celebration 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, during the Whole School Assembly, the Housepoint tally for the previous week is announced by house captains and the house trophy receives a ribbon of the appropriate house colour. Children afford the time to reflect upon an issue of significance to the community as a whole or one which will extend spiritual awareness.

House Assemblies are 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.

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.

Awards, Rewards and Sanctions

Please refer to the Prep School Behaviour Policy.

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 restorative time is imposed through the 'Thinking Time' system, 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, they will have some 'Thinking Time'. After a second 'Thinking Time', 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 'Thinking Times' 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.

Learning Dispositions and Housepoints

In both the Upper and Lower Prep, Learning disposition stampers are given out to pupils displaying any of the key characteristics of the disposition involved. Upper Prep children have these stamped in their homework planners and Lower Prep have their stamps placed on a card. Pupils achieving all of the five stamps available can earn additional House points for their House.

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 Housepoint scores are totalled to go towards the house trophy.

Birthdays

All birthday children, throughout the school, are given a house birthday card and an edible treat 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 and from year 4 LAMDA lessons during the school day. Children are expected to catch up with any work missed, where reasonable, in their own time.

Clubs

The co-curricular life of the School is well developed. Clubs take place before school, at lunchtime or after school between 3.50 and 6.00pm. 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.

Charities

A member of the teaching staff is in charge of Charities and works together with a group of Charity monitors chosen from Year 6. Through parent and children voting the School chooses a main charity each year and to give a good cause some proper attention. As well as supporting a main charity 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. Each harvest time, the School also supports FIND (a local Suffolk Charity, Families in Need). Charity work is reported upon regularly during assembly time.

Child Welfare

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

School Council / Eco-Warriors

Children from Reception – Year 6 are invited to stand for School Council / Eco-Warriors on a termly basis; 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/Eco-Warriors meet together with the staff representatives in order to discuss ideas and issues proposed by the children. Minutes from meetings are displayed on the relevant notice boards around school.

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 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 half-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 Deputy Head and the Learning Enhancement Lead 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 the School. 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 weekly housepoint collections throughout the year. An annual house team-building day is held in the Michaelmas term.

Lost Property

Upper Prep lost property is kept under the stairs on the ground floor of the Upper Prep building. Lower Prep lost property is kept in the Lower Prep office. 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 in the playground. 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 start of Year 6 and mid-way through Year 6. These applications are forwarded to the Deputy Head for consideration.

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

Non-Class Time Supervision

Each class has a small amount of Form Time at the start and end of the day. Activities that take place during this time can vary and the teachers use this time to respond to the needs of the class. During playtime, children are supervised on the playground by Teaching Assistants and Teachers. A supervised Breakfast Club for children in Reception to Year 6 is available from 7:45am to 8:30am daily. Children are able to choose from a range of cereals, toast, juice and tea. A Late Stay facility is staffed by Late Stay Supervisors and operates from 3.30 to 6.00pm daily.

Pupil use of IT

Please refer to our Online Safety Policy

Safe Use of the Internet - The school has up-to-date anti-virus and filtering/monitoring systems. We have a firewall which blocks unfriendly incoming material. Most desktop use is teacher supervised but the IT department and Prep Head check regularly for violations. Pupils are asked to agree to 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. When pupils login, this is their agreement that they will abide by the guidelines of the Acceptable use policy.

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.

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. Likewise,

electronic devices such as Smart watches, which have communication and notification capability must have the Bluetooth disabled during the School day. Fit bits and other normal watches are acceptable.

Children at Ipswich Preparatory School do not currently have school email addresses that are available or accessible externally.

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 3.10pm in the afternoon. The Upper Prep side gate is closed to the public to keep the walkway between the Upper Prep and Christchurch House safe.

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 sign in and 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.

Fire practices are held at least once per term and the fire bell is regularly tested. Other procedures like Lockdown and Evacuation are practised annually.

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 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. For children in EYFS, there is a minimum of two emergency contact 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.

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.

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