



Policy No.: 36

Policy: Pastoral

Review Date: June 2018

Policy Name: Pastoral

Nominated Lead Member of Staff: Assistant Headteacher - Pastoral

Review Cycle: 1 Year

Authorisation: Headteacher

Review Date: June 2018

# Matthew Moss High School Pastoral Statement

At Matthew Moss High School we value Human Scale Education and endeavour to create opportunities for small teams of learners and staff to work together wherever possible. Our Pastoral structure supports this ethos and within the Family vertical tutoring system we have created small Pastoral Teams where learners are supported by a close team of staff.

By following this model we are confident that our learners receive high quality and personalised Academic Care. Through structured form time, Learning for Life days, assemblies, review afternoons and parents evenings we ensure our learners values, academic progress and general well being are supported in school. As staff at Matthew Moss we actively step into the role of loco parentis when caring for your child.

As a school we value our vertical tutoring system where each learner is placed in a mixed year tutor group. There are 4 families in school; Beech, Lime, Maple and Oak and 8 Form groups in each family.

Each Family is led by a Head of Family and an Assistant Head of Family who are responsible for the oversight of all pupils in their family. Each form group has a tutor who is a member of teaching staff . In addition each family also has a minimum of 5 Associate staff who support tutors and learners during form time. The Form Tutor sees your child daily and needs to be aware of any problem affecting attendance, behaviour, homework or progress. Your child's tutor may contact you should problems arise.

Mr J Glennie  
Pastoral Care  
Assistant Headteacher

<b>Family</b>	<b>Head of Family</b>	<b>Assistant Head of Family</b>
<b>Beech</b>	Mrs Toni Moser Miss Jenna King (Mat)	Miss Danielle Parkinson
<b>Lime</b>	Mr Sam Hinchliffe	Miss Jeni Harrison
<b>Maple</b>	Mr Paul Clough	Mrs Farhat Ayyub Miss Juliette Walters
<b>Oak</b>	Miss Kate Kelly	Miss Zoe Gravener

## **Pastoral Team**

Working closely with Heads of Family, Assistant Heads of Family, Form Tutors and Associate Staff are;

Learning Mentors (Behaviour)

- Elizabeth Cootes
- Nicola Hewson-Betts

Behaviour Intervention Coach Amy Swinbourne

Our Learning Mentors (Behaviour) and Behaviour Intervention Coach work closely with parents, tutors and learners supporting learners with challenging behaviour.

Learning Mentors:

- Debbie Darnborough
- Julie Smedley
- Sam Hoyle

Our learning mentors provide a support network closely linked with outside agencies to support our learners emotionally.

Attendance Officer / Pastoral Manager:

- Helen Lister

Our attendance officer actively monitors attendance and keeps the pastoral team informed about learners attendance and punctuality.

Safeguarding Officers:

- Chris Jennings (Assistant Headteacher)
- James Glennie (Assistant Headteacher)
- Debbie Darnborough
- Sam Hoyle
- Julie Smedley

Our safeguarding officers provide support for learners and families.

Assistant Headteacher:

- James Glennie

Our assistant Head teacher is responsible for the Pastoral team and the behaviour and relationships of learners at Matthew Moss High School.

## **Learners Behaviour and Expectations**

The pastoral system support our schools CHANGE ethos and it is our aim to encourage our learners to become Lifelong independent learners as explained in the school's Relationship and Behaviour Policy.

## **Changemakers**

Our Changemaker initiative aims to give learners a platform to voice their opinions, ideas and suggestions. The Matthew Moss Changemakers meet once every term to discuss and improve issues that learners themselves have identified. Every learner at Matthew Moss is encouraged to change their school for the better.

## **Attendance and punctuality**

Matthew Moss High School aims for every learner to have excellent attendance and punctuality. Our school's Pastoral Manager; Helen Lister works closely with learners and families to improve attendance and punctuality.

### **In summary:**

- Unless there are exceptional circumstances in the Headteacher's judgement, extended leave during term time will not be authorised
- There is no entitlement for pupils to be absent on family holidays during term time
- Unauthorised absences (including unauthorised absence due to family holidays) can incur fines such as Penalty Notices or other action. Further information can be found in the school's Attendance and Punctuality Policy

### **Associated Policies:**

#### **All Areas of School Policy**