



# Haileybury Astana

## **PASTORAL CARE AND PUPIL WELFARE POLICY**

Haileybury Astana believes that strong personal relationships between teachers and pupils based on cooperation, tolerance and respect will contribute significantly to the full development of each pupil as an individual, to the growth of self-esteem and thus to successes inside and outside the classroom. Pastoral care is the responsibility of every member of staff, supported by Heads of Key Stage, Deputy Head and Headmaster.

### **Pastoral Care and Welfare during the School Day**

Parents are asked to make sure that their sons and daughters arrive at school in time for Registration by 8.20 am. All absences should be notified first thing in the morning by telephoning or emailing Reception or confirmed in writing to the class teacher. No pupil is permitted to leave the school premises during the school day (8.00 am to 3.35 pm) without the specific permission of their class teacher or, in the event of illness, the School Doctor. Pupils may leave school at 3.30 pm but must be handed directly to their parent or other notarized adult such as a relative or driver. Alternatively, pupils may attend tea between 3.35 and 3.50pm, provided they have told their class teacher at morning registration or have a regular scheduled extra-curricular activity.

After-school facilities are provided for pupils from Year 3 upwards in the Library and Research Centre between 3.35 and 4.45 pm provided they tell their class teacher at morning registration. Pupils in Key Stage One or Pre-Prep will be supervised in a classroom in the Pre-Prep wing. Any pupil who has not been collected by 4.45pm will be escorted to Reception for reasons of safety and security, and can be collected from that location.

### **The Role of the Class Teacher**

All pupils are members of a class and each Class Teacher has primary responsibility for the pupils in his or her group. The Class Teacher will see each pupil on a regular basis twice daily for registration and for one weekly lesson for the teaching of Personal, Social and Moral Education.

The role of a Class Teacher encompasses and intertwines responsibility for pastoral care, academic progress and social development and welfare. The Class Teacher should offer advice on personal problems, academic progress, study skills (inspecting files and exercise books, help with note-taking), monitor Pupil Planners and involvement in extra-curricular activities, and take an interest in those activities in which their pupils are involved.

- To get to know, and maintain accurate records about, each member of the class (family background, health, interests, ideas, character and temperament) in order to be able respond appropriately to individual needs.
- To support whenever possible their pupil's contributions to the extra-curricular life of



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the school: watching fixtures, attending concerts, plays, exhibitions and so on.

- To make regular informal contact with all tutees' parents or guardians.
- To maintain a regular check on tutees' progress and make sure that records are kept fully up to date in the files and on the database, giving details of pastoral interviews and pupils' progress. To inform the Deputy Head's PA of any changes of address.
- To ensure that pupils take part in the appropriate number of extra-curricular activities and to keep a check on the attendance of each member of the form.
- To make the Head of Key Stage aware of any patterns of lateness or absence that become evident and to follow up any such issues with parents.
- To set an example of punctuality, and insist on it within the class. To unlock form rooms in good time before registration in the morning and after lunch. Early arrival for registration can often be a time for quiet conversation with a pupil.
- To mark registers accurately in the morning and for all lessons via SIMS, and keep any absence notes from parents.
- To check Pupil Planners on a regular (at least weekly) basis.
- To check that the correct uniform is being worn and follow up with parents if necessary.
- To sit with/near and monitor pupils behaviour at Assemblies, concerts and other gatherings.
- To attend all meetings of the relevant Key Stage Team.
- To read all reports carefully, make corrections where necessary, in order to follow up and act upon them as necessary.
- To write a summative Class Teacher's Comment on end of term reports.
- To encourage tutees to see that they take proper care of their possessions.
- To be responsible for the tidiness of classrooms and locker areas.

Class Teachers should work closely with pupils, parents, subject teachers, Heads of Department, Heads of Key Stage and the School Doctors to ensure good communication and to ensure problems are dealt with as promptly and as effectively as possible.

Routine school discipline is handled by subject and class teachers in consultation with the relevant Head of Key Stage, and, where appropriate, Head of Department. More serious offences are dealt with by the Deputy Head and, if necessary, the Headmaster.

## **Bullying**

Haileybury Astana acknowledges the threat to all school communities of the bullying of vulnerable boys and girls. The School is totally opposed to all forms of bullying, verbal, physical, emotional and social. Members of Staff are requested to be vigilant and draw the attention of the Class Teachers and Heads of Key Stage to any incident of bullying. It is recognized that the strongest possible measures may have to be taken against those who persist in victimising fellow pupils. The School will not hesitate to show its abhorrence of bullying in all its forms and apply sanctions as necessary.



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## **Authorised Absences**

Only the Headmaster can give permission for absence from school other than routine appointments, but parents are asked to try to schedule such events during weekends or holidays as much as possible. Parents are requested not to seek permission for their children to leave early or return late at holiday times or half-terms. Parents should also be aware that asking for their children to have time off school during term time is disruptive and unsettling for teachers and children alike.

## **Faith and Religious Observance**

There is no religious instruction at Haileybury Astana. The School will be a secular community, but all faiths are respected.