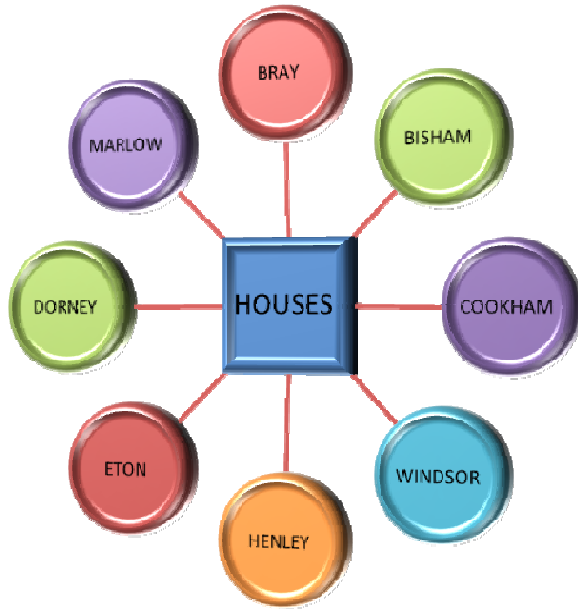


PASTORAL ORGANISATION



We operate a vertical pastoral system.

The school is divided into 8 houses each comprising 7 tutor groups. 6 of these have a mix of students from years 7 to 11. The 7th group is comprised exclusively of sixth formers. The Houses are named after places on the River Thames.

Every member of the school community, both students and staff, is a member of one of the houses.

The system allows us to provide high levels of personal care, support and guidance. It is also a vehicle for healthy competition between houses and aids the cohesion of our school community.

Roles and Responsibilities

The pastoral system is overseen by an Assistant Headteacher.

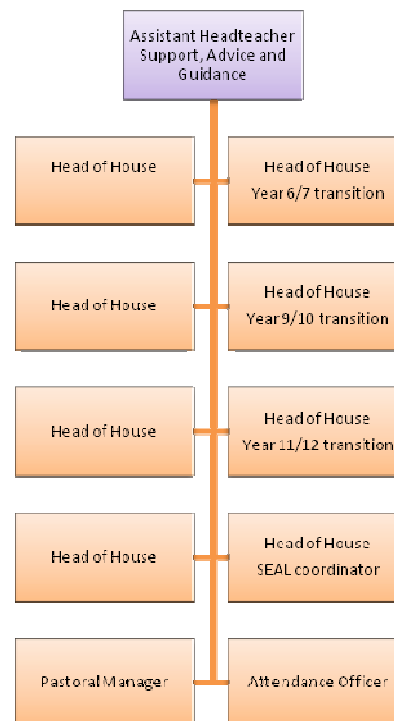
Each house has a Head of House who is responsible for the progress and pastoral well-being of the students in the house.

Four of the Heads of House also have additional responsibilities within the structure.

Two members of the support staff have a specific pastoral remit:-

- Pastoral Manager – Day to day pastoral matters, routine contact with parents, liaison with external agencies and some mentoring.
- Attendance Officer – First day absence arrangements, contact with parents regarding absences, register maintenance, liaison with EWO etc.

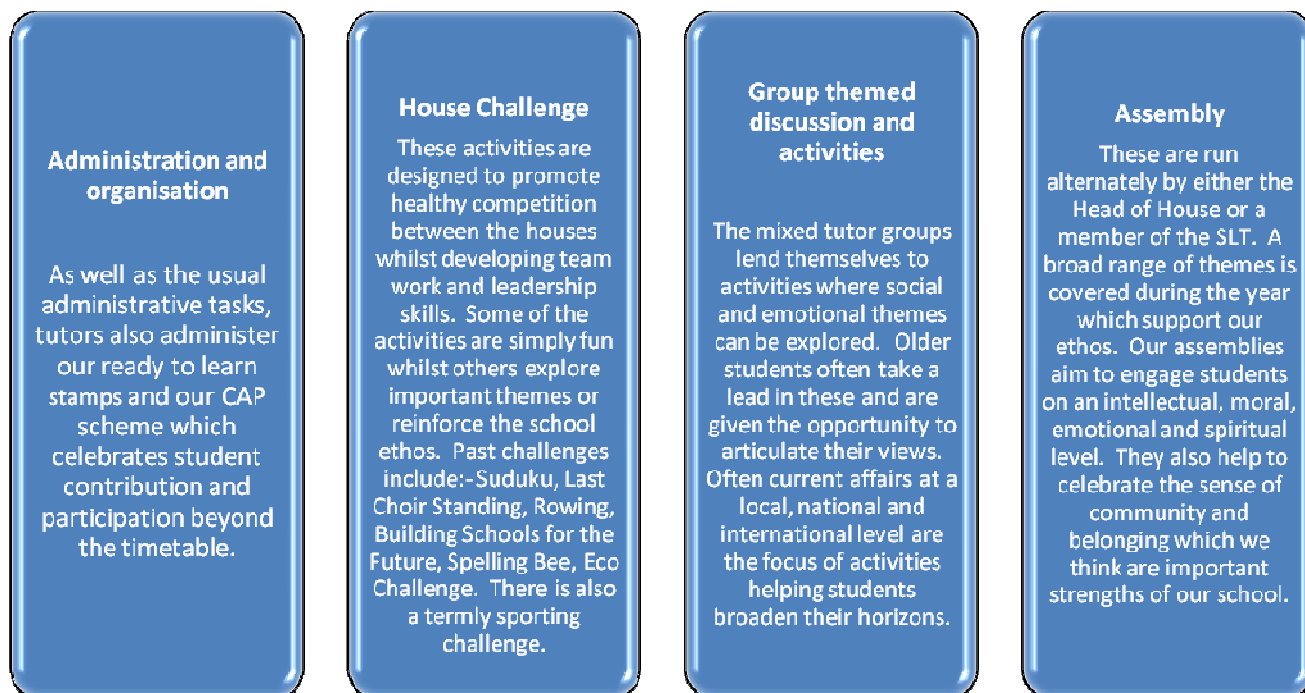
There is also a Parent Support Advisor who works in close liaison with the pastoral team.



Tutor time activities

The Heads of House coordinate the tutor time programme.

Each week there are four pre-determined tutor time activities.



Peer mentoring takes place during tutor time and some students also have extra enrichment activities.

The Sixth Form tutor groups

There is one sixth form tutor group in each house and this operates as a separate entity on some mornings whilst on others, students will offer mentoring and tutoring to younger pupils. The sixth form students operate the Paired Reading and Maths Buddy schemes. The sixth form tutor groups provide house captains for each house and there are many leadership opportunities.

Sixth form tutors provide advice and guidance on careers and further education and support the UCAS process. House activities within the sixth form are overseen by the Head of House. All other pastoral, academic, support and guidance issues are overseen by the Head of Sixth Form.

Attendance Monitoring

The parents of students who have not arrived in school are contacted by telephone on the first day of absence. Where telephone contact is not possible a letter is sent. The parents are contacted again on the third day of absence for an update. The EWO and Head of House are notified of any student who is absent for more than 3 days without explanation.

Students whose attendance falls below 85% are discussed with the EWO and interviews with students and parents are arranged as appropriate.

The Rewards System

Our aim is to provide a range of rewards for students which will recognise their accomplishments and provide incentives for further achievement. Praise is at the core of our behavior management system. Teachers are encouraged to praise students for positive behaviour, effort and achievement and they adopt a range of strategies to achieve this.

There are also a number of formal mechanisms through which students are rewarded.

Rewards

Celebration evening - This formal occasion provides opportunities for students to have their achievements publicly recognised.

Celebration assemblies - Each term there is a whole school assembly where prizes for attendance, contribution and achievement are rewarded. Students are nominated for these prizes. House points are awarded for nominations.

CAPS - Students receive badges and certificates in recognition of their participation and contribution to the life of the school.

Postcards and Letters home - Teachers will routinely contact parents to provide positive reinforcement.

Legend of the Week and Ticker - A student is nominated by the Heads of House on a weekly basis – their photograph is displayed on the information screens. Student achievement is also celebrated on our news ticker which is displayed on all student computer screens.

Stamps - At the end of each lesson students are rewarded with stamps in their planners if they have followed our four ready to learn rules. These are recorded every 2 weeks and are converted into house points. There are half termly prizes in House assemblies recognising students who have collected high numbers of stamps.

Praise