

## *London Brookes College Pastoral Care Plan*

### *The Context*

*The duties of every teacher and support staff:*

- *promoting and safeguarding the health, welfare and safety of students*
- *working in partnership with parents, support staff and other professionals*
- *providing advice and guidance to students on issues related to their education*
- *contributing towards good order and the wider needs of the school*

*All London Brookes College staff should carry out these duties – both formally and informally. The College incorporates these duties into a more structured approach for the provision of Pastoral Care for all pupils. The role for teachers as “Student Tutors” is seen as a key feature for delivering Pastoral Care.*

### *Objectives of Pastoral Care*

*The Standard for Pastoral Care identifies five objectives for Pastoral Care in London Brookes College;*

- 1. providing personal support appropriate to the needs of every student*
- 2. providing support on the College curriculum, specific to the needs of every student*
- 3. providing vocational support to assist every student to make the transition from College to adult life*
- 4. providing a programme of personal and social education appropriate to the needs of all students*
- 5. contributing to the development of a positive College ethos which seeks to promote the self-esteem of every member of the College community.*

*These objectives can be teased out into more specific objectives;*

- 1. **Personal Support:** Attendance, late-coming, health and other personal welfare matters.*
- 2. **Curricular Support:** Curriculum, learning and teaching, progress, reporting, attainment.*
- 3. **Vocational Support:** Careers education, vocational courses, education/industry activities, Further and Higher Education links.*
- 4. **Personal & Social, Health Education:** PSHE.*
- 5. **Development of a positive school ethos:***
  - 5.1. School aims, values, rules and ethos. Behaviour management, recognition of achievement, antibullying, equal rights, citizenship, safety and security.*
  - 5.2. The positive school ethos will be enhanced at KS4 through weekly PSHE lessons delivered according to the PSHE Association schemes and at KS5 through face-to-face UCAS meeting with our UCAS advisor and Vice principal.*
- 6. Support and leadership will be provided by the Principal and Vice Principal to enable the Student Tutors to undertake their first level duties.*
- 7. Student Tutors and support staff will: • provide a daily contact and support for pupils that will allow active interest in individual pupils. **Summary of tasks of Student Tutors and support staff***

*The following table provides illustrative lists of a range of tasks that Student Tutors may be involved in over a session. This is not a list of duties that have to be completed every week or month. Some of the tasks may only occur once in a term or year.*

*Student tutors and support staff will be expected to alert the Principal and Vice Principal to issues that require further appropriate action to be taken.*

objective	Objective Specific	Range of Tasks	Illustrative examples of possible levels of involvement in tasks
1. Personal Support	Attendance and latecoming	• Take an active interest in and monitor the attendance and punctuality of pupils and offer them support.	• Collect and monitor absence notes from parents/carers.
		• Promote improvement in attendance and punctuality.	• Contact parents/carers eg using a note in homework diary/planner.
		• Refer appropriate cases to P or VP	• Alert P or VP when attendance or punctuality causes concern.
	Health	• Take an active interest in the health and well - being of pupils and offer them support.	• Communicate with support staff and P or VP so that health records can be kept up to date.
		• Refer appropriate cases to P or VP	• Alert P or VP when an apparent health issue causes concern.
	Personal welfare	• Take an active interest in the personal welfare of pupils and offer them support.	• Be aware of any change in the general well-being of pupils and alert P or VP.
		• Be aware of their duties and responsibilities regarding child protection issues.	
		• Refer appropriate cases to P or VP	
2. Curriculum	Curriculum and Timetable	• Take an active interest in the curriculum and timetables of pupils and offer them support.	• Highlight issues relating to curriculum and timetable eg when a change in a subject rota is to take place, room displacements during examinations, forthcoming option choice programme. Dealing with lost timetables, how to find classrooms, new teachers
		• Refer appropriate cases to P or VP	
	Learning and Teaching	• Take an active interest in the teaching and learning of pupils and offer them support.	• Checking homework diaries/school planners to see if there are any issues arising with homework. Inquiring "how things are going".
		• Encourage pupils to raise standards or maintain high standards	• Asking pupils how they are progressing
		• Advise pupils on assessment and examinations	• Advise on basic study skills, pupil queries about exam arrangements etc. Encourage exam preparation.
		• Refer appropriate cases to P or VP	
objective	Objective Specific	Range of Tasks	Illustrative examples of possible levels of involvement in tasks
3. Vocational support.	Careers education	• Take an active interest in the careers education of pupils and offer them support where appropriate. • Refer appropriate cases to P or VP	• Be aware when careers interviews or careers exhibitions are taking place and encourage pupils to attend. Be prepared to answer pupil questions on careers as class teachers have always done.
	Education Industry Activities	• Take an active interest in the EIL activities in which their pupils are involved and offer them support. • Encourage pupils to take part in EIL activities.	• Be aware of when Work Experience placements are scheduled and express an interest in pupils' placements.
	Vocational activities	• Take an active interest in pupils' vocational activities. • Encourage pupils to take part in vocational activities.	• Encourage pupils to take part in University or College open days
4. Personal and social education		• Involvement in/delivery of PSE in accordance with school policy. Volunteerism would be the approach adopted, subject to the exigencies of the timetable	
5. Development of a positive school ethos.	General	• Promote the development of a positive school ethos.	• Encourage good citizenship eg good habits, self discipline, respect for others, work ethic, responsibility, reliability, honesty, attitudes etc • Encourage pupils to use their homework diaries/planners and monitor the use of the diaries/planners.
	Behaviour management	• Take an active interest in the behaviour of pupils, encourage good behaviour and offer them support. • Encourage pupils to increase achievements or maintain high levels. • Refer appropriate cases to P or VP	• Contact with parents/carers eg using homework diary/planner. • Encourage pupils to follow the school dress code. • Encourage pupils to follow the school behaviour code.
	Recognition of achievement	• Take an active interest in the achievements of pupils and encourage them to increase achievements or maintain high levels.	• Promote communication with parents/carers by issuing school newsletters, information about parents' meetings etc.
	Safety and security - anti-bullying, etc.	• Take an active interest in pupils' safety and security and offer them support when appropriate. • Participate in arrangements for pupils' safety and security. • Promote and encourage pupil awareness of personal and whole-school safety and security. • Refer appropriate cases to P or VP.	• Read out school bulletins/newsletters and support school in matters that require teacher support. • Encourage pupils to take part in school initiatives eg charity efforts, extra curricular events etc • Inform P or VP of outstanding achievements.

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