



**PRIORY SCHOOL**  
EDGBASTON

**PREP PASTORAL CARE POLICY**  
**(STATUTORY)**

<b>Trustee Committee:</b>	Education	
<b>Date Approved:</b>	September 2025	
<b>Next of Review:</b>	September 2028	
<b>Member of Staff Responsible:</b>	Declan Griffin – Deputy Head	
<b>Trustee Overseer:</b>	AC – Mrs Cleary	
<b>Intended Audience:</b>	Employees, Volunteers, Parents, Pupils and Visitors	
<b>Relevance:</b>	Whole School	No
	Early Years	No
	Preparatory	<b>Yes</b>
	Seniors	Yes
<b>Access:</b>	Website	<b>Yes</b>
	Internal	No
	Restricted	No

## Our Mission Statement

Priory School is a thriving, co-educational independent school founded upon a rich Catholic heritage which welcomes those from all faiths and none.

In partnership with parents and guardians we provide a nurturing, family-based ethos, alongside high-standards of teaching and learning, enabling all pupils to achieve their potential.

We embrace diversity and interfaith understanding alongside awareness of environmental and global issues, in response to the needs of our time.

The Governors and staff at Priory School are committed to providing a fully accessible environment which values and includes all pupils, staff, parents and visitors, regardless of their education, physical, sensory, social, spiritual, emotional or cultural needs.

The Governors, staff and pupils are committed to the safeguarding and welfare of pupils and staff.

To meet the needs of our school community, all our policies, including this policy, can be made available on different formats such as different font sizes or styles, colour, or alternate languages.

The Governing Council understands it has responsibility for ensuring the effective oversight of this policy and will assess, evaluate and review as necessary.

### ***Aims of Pastoral Care***

- To co-ordinate a pupil's personal and academic development.
- To encompass the child's spiritual, moral, social and cultural development.
- To facilitate good relationships between pupils and staff.
- To involve parents and other agencies in the work of the school where appropriate.
- To promote a caring, safe community where all pupils achieve their full potential.

### ***Priory Values***

At Priory we are shaping and creating the future adults of our society. With this in mind we encourage the children to be the best that they can be in all that they do. Underpinning this is the idea of 6 key characteristics that all people will be able to work towards and show throughout their school lives and beyond.



All stakeholders of the Priory community; children, parents and staff, are to work towards and be examples of these values.

### ***Responsibility for Pastoral Care***

All members of staff have a pastoral responsibility. All members of staff are to be advocates for the values we want to see in the children in our care, have high expectations of the children and themselves, and work collaboratively with all stake holders to support the children in their pastoral development.

The pastoral system does have a formal structure. In the first instance the Class Teacher deals with welfare or behavioural problems. Depending on the nature of the problem the Class Teacher may wish to discuss it with their Key Stage lead, if required a member of Prep SLT should be informed. In very serious cases the matter may be referred to the Head.

## PREP PASTORAL CARE POLICY

**PUPILS**

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**CLASS TEACHER**

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**KEY STAGE LEADER**

-

**PREP SLT**

-

**HEADMASTER**

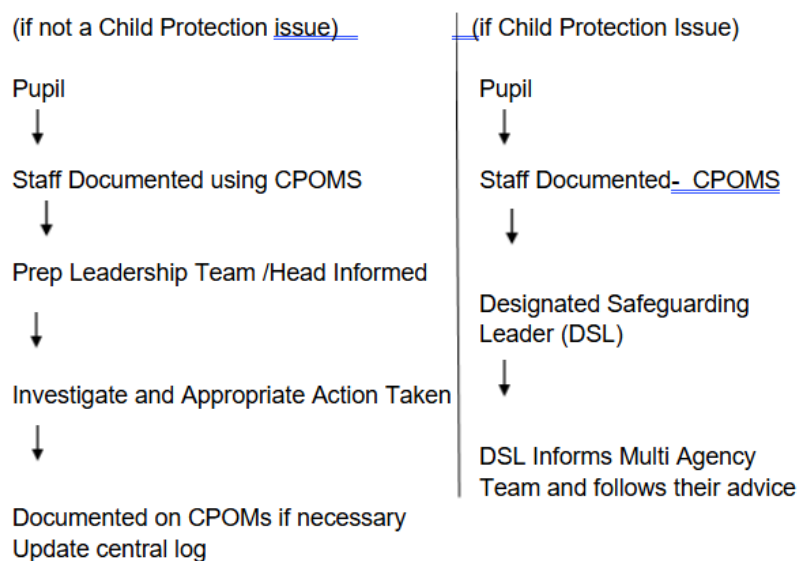
Staff are to use their professional judgement when contacting parents. Conversations with parents for both positive praise and negative are encouraged at dismissal. Staff can always liaise with Prep SLT before contacting parents for further guidance

### ***Procedures***

The children are aware that an 'open door' policy exists. They know that they can discuss their problems with any member of staff. Some of these pupil concerns may be discussed at the appropriate forum, form time, PSHEE, etc.

Confidentiality is important and respected but all staff must share problems of a serious nature with the Prep SLT who will inform the Head.

### ***Serious Concern Procedure***



### ***The Importance of the Class Teacher***

Reviewed and Revised by Declan Griffin - September 25

## PREP PASTORAL CARE POLICY

Class Teachers are front-line communicators of the ethos of Priory School and therefore must be consistent in their support of the school rules, uniform and general behaviour.

Class Teachers communicate with parents of pupils and co-operate with outside agencies as appropriate. They provide guidance and advice to pupils as appropriate including information about sources of more expert advice on specific questions.

They are supporting pupils in all activities relating to their spiritual, academic, behavioural and moral development. **They are providing the children with experiences and activities to further develop their own sense of 'self' and they are extolling the children with real world examples, with their own words and actions and that of others, of the Priory Values. They are to be involved in the preparation and delivery of the pastoral curriculum daily and weekly PSHEE sessions. They will support and/or plan/assist in theme days, trips/visits/visitors and any religious/cultural/national/international events supported by the school throughout the academic year in their relevant Year Group.**

**Class Teachers are responsible for the accurate daily marking of the register. This is a legal document and must be correct in all aspects of its information – see Register Policy.**

### ***House system***

In the Prep school we operate the house system, which promotes healthy competition, academically and physically and rewards exemplary behaviour. There are four houses – Amica, Codex, Oculus and Arbor. Houses are run by House Captains and Vice Captains elected by Prep children and are selected from Year 6.

House points are awarded for good work, effort and behaviour (see Positive Behaviour Policy). These are recorded on digital system managed by the KS 1& 2 leaders with totals announced at the weekly Prep achievement assembly. There is a display in the dining hall showing the running totals for each house.

Every term the winning House receives a treat and at the end of the academic year, a House Shield is awarded to the most successful house at our Annual Awards Ceremony. We also have various inter-House competitions, such as Music, Sports, Mathematics and Poetry, where the children can gain points by working in teams.

### ***School Council***

We have an active School Council with elected representatives from Years 1 to 6, who meet regularly each half term half termly with our School Council co-ordinator. They discuss issues and ideas for improving the school and have a budget, which they decide how to spend. The school council also coordinate our child led charitable initiatives across Prep e.g. Red Nose Day, British Legion, Harvest donations etc

### ***Monitoring and Review***

The curriculum is constantly being reviewed to take account of educational initiatives and respond to the future priorities of the school.

This policy will be monitored by the Deputy Headteacher, who will report to the Headmaster on its implementation on a regular basis.

It will be reviewed by the designated member of the Governing Council