



Ark All Saints Academy

Pastoral Policy

1 INTRODUCTION

ARK ALL SAINTS ACADEMY is an academy with the highest expectations of its scholars, staff and parents.

Our vision is for all members of our All Saints family to be confident, responsible, successful and to live with integrity. This will enable our scholars to be well prepared for the next phase of their journey whether that is to university or in pursuing the career of their choice.

We welcome scholars of all faiths and none to our Church of England academy where our guiding principles are based on Christian values.

We treat every scholar as an individual and we work with them and their families to develop and nurture their talents.

We wish nothing less for our scholars than we would for our own families.

We make no excuses.

Our aim is to get to know each scholar in our academy so that we can cater for their needs and enable them to make progress and achieve their targets. There are several systems we will use that will assist us in achieving this aim.

2 SMALL SCHOOLS - LED BY HEADS OF SCHOOL - REPORT TO PRINCIPAL

By keeping scholars in small manageable groups we believe that we are able to get to know them in more meaningful ways. Scholars spend the majority of the day in school and it is imperative that they feel safe, known and nurtured.

This model is scholar-focused rather than staff-focused as it is the staff who will need to move between floors when teaching across key stages.

Scholars are hugely influenced by older scholars and we wish to control this influence and to ensure it is positive. We therefore intend to keep key stages separate from each other unless organised by adults. Therefore social times will be held within key stages.

We also want to create a feeling of moving up towards the top of the academy as you mature. With each higher level come higher expectations of behaviour and academic success.

Leadership: Each small school will be led by a **Head of School** (Vice Principal) who reports directly to the Principal.

Their responsibilities are:

- To line-manage the Pastoral Directors (one per year group) and ensure consistency and standards across the year groups.
- To work with the other HOS to ensure standards and consistency across schools.
- To work with HODs and 2Ics to ensure that progress is being made and to review standards of teaching within their schools.
- To carry out lesson observations and learning walks as agreed by the academy.
- To communicate the shared ethos and culture of the academy to scholars, staff and parents e.g. through assemblies, newsletter contributions, walking the walk, and briefings.
- To provide the necessary support and structure so that teachers are able to teach and scholars are able to learn.
- To maintain calm and a sense of purpose in all areas of their school.
- To maintain a safe learning environment for all.
- To work with stakeholders and external agencies as directed by the Principal to support all aspects of the academy's mission.
- To meet the academy's attendance target.
- To ensure that each scholar meets their targets and to provide interim support and programmes to support this.
- To work within the behaviour for learning and rewards policy.
- To report to the Principal on a daily basis.
- To prepare reports for governors meetings.
- To work with staff to develop scholars in their talents.
- To be vigilant and report any CP concerns to the safeguarding officer / Principal.
- To share good news items.

Their team consists of:

2.1 Pastoral Director – one per year group who report to Head of School (VP)

Whose responsibilities are:

- To ensure that teachers are able to teach by establishing clear behaviour for learning expectations through systems and routines and by following up on sanctions and rewards.
- To use data to monitor the progress of each scholar and to organise the support necessary for scholars who are behind in their progress:
 - ✓ Work with parents
 - ✓ Arrange mentoring
 - ✓ Lead on academic intervention and monitor its impact
 - ✓ Work with other agencies
 - ✓ Work with Head of Key Stage to ensure that the needs of each scholar is met and that they achieve their targets

- To develop and sustain a year group identity through assemblies, collective worship and pastoral tutor programme
- To build positive and supportive relationships with parents
- To work with stakeholders and outside agencies to secure the right support for scholars and parents
- To be vigilant and report any CP concerns to the Safeguarding Manager.

Note: See 'Lines of accountability' to understand how academic structure works with the pastoral structure

2.2 Academic tutors - report to Pastoral Director

The year group will be placed in reading groups, which will also function as Academic Tutor Groups. Their main duty is to monitor daily how their tutees are coping each day. Academic tutors can be seen as the 'foster parents' of the pastoral system. The scholars are temporarily in their care for those 7/8 hours and these adults are responsible for their mental, emotional, physical and academic welfare within that time.

It is the responsibility of the academic tutor to:

- check-in on their scholars throughout the day
- be aware and act on any infringement of the behaviour for learning rules
- communicate with parents re any issues or good news
- build good working relationships with parents
- support the academy's attendance target by challenging any absences
- insist on 100% adherence to uniform and equipment rules and report immediately to the PD any deviation
- check on homework re completion
- be aware of issues outside of the academy that may impact on a scholar and to communicate this with PD
- hold a formal moment of reflection at every pastoral tutor period

Ark All Saints Academy is organised around scholars not teachers. Ark All Saints Academy will be split into three small schools: (Years 7 and 8, Years 9 and 10, Years 11-13). Each key stage will have lunch separately and will be educated as much as possible on separate floors of the building. The key stages have been placed in order of progression through the building with key stage 5 at the top.

Scholars will only have to move out of their 'schools' for Science and Maths which will be on Floor B, Art, Drama, PE, SEN, Technology and Music.

3 HOUSE SYSTEM - LED BY HEADS OF HOUSES - REPORT TO PRINCIPAL

Houses develop the culture of our academy and embed the school values through competition and the joy factor. To be part of a house is to be part of a family.

House systems create opportunities for positive competition between scholars which go across ages. It is one way of bringing scholars together in a positive and adult manner thus ensuring their interactions are safe and positive. The end of year prize will be won through co-operation and through individual acts demonstrating, in a positive way, that our actions have consequences and affect others. We will also regularly reinforce our values by rewarding scholars who demonstrate these.

Points will be awarded for positive contributions to academy and community life that promote the values of confidence, responsibility, success and integrity. Points will be awarded for 100% attendance, punctuality and homework. Points will also be awarded for progress made above expectations and for acts of valour and kindness – going the extra mile. Participation in sports days and music events as well other opportunities for scholars to use their talents will all be point-winning chances.

The four houses are named after ‘modern day saints’ whose lives reflect the values of Ark All Saints Academy – confidence, being responsible, being successful and living with integrity. Each ‘saint’ also represents a different aspect of our world community.

They are:

- Dr Barnardo
- Edith Cavell
- Pandita Ramabai
- Desmond Tutu

Each House will have 200 scholars once Ark All Saints Academy is full.

4 DEVELOPING TALENTS/ENRICHMENT - LED BY ENRICHMENT COORDINATOR - REPORT TO PRINCIPAL

We believe that everyone has at least one talent. At Ark All Saints Academy we aim to find that talent and to support the scholar to develop it. We aim to have a programme that enhances each of the talents we find. Once ‘discovered’ we will reward and celebrate based on the way that talent enhances our community.

Enrichment will run every day of the week from 3.30 – 5.30. Teachers will staff the enrichment activities. Each Year 7 scholar will be encouraged to participate in at least one activity and attendance will add to the house points system.

5 ACCESS TO ALL - LED BY ALL STAFF - MONITORED BY PRINCIPAL'S PA

Inclusion in this instance refers to the intention that all scholars will fully participate in the life of the academy. At Ark All Saints Academy we believe that belonging is being a part of the team and this is essential in communities. We believe that when people feel a sense of belonging, they feel attachment and therefore they feel responsibility for their surroundings and community.

Pastoral Policy

The pastoral team will monitor inclusivity. We will ensure that all members of our community are represented in all events, we will support all scholars in making progress and we will work with all groups to ensure that they feel members of the community. Shout-outs will be recorded.

Scholars will have a voice through scholar forum and prefect opportunities. Scholars will feel represented by seeing their peers at events. We will show that we value each as individuals by celebrating individual achievements at assemblies.

Each pastoral tutor will hold a register on which they will record when and how their tutees participated and contributed in the life of the academy. Points will be awarded for these.

Different ways scholars can do this are:

- Taking part in assemblies
- Contributing to the academy newsletter
- Stewardship at events
- Performing at events
- Helping at lunch
- Helping in the ILRC
- Being part of a team or group such as music, drama or sports
- Being a part of Scholar Voice
- As a peer mentor

POLICY INFORMATION

Named personnel with designated responsibility for Pastoral Policy

Academic year	Designated Senior person	Deputy Designated Senior person	Nominated Governor	Chair of Governors
2013-2014	Lucy Frame			Peter Martin

Policy review dates (frequency of review: every year)

Review Date	Changes made	By whom
July 2013	Policy created	Lucy Frame
July 2015	Reviewed	Lucy Frame

Ratification by Governing Body

Academic year	Date of ratification	Chair of Governors
2013-2014	July 2013	Peter Martin

Dates of staff training for this academic year

Dates	Course Title	Staff