**Pastoral Care**

 This section explains our approach to pastoral care. The sections below are as follows:

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* Child protection
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**Settling into a new school**

Helping your son to adjust to his new school is a key priority for us.  Before the start of the school year, all Year 6 boys are able to visit the school and take part in a Welcome Day; boys will have the opportunity to familiarise themselves with the school, meet their House Tutor and Head of Year and experience a few lessons. We appreciate that settling in to a new school takes time; getting used to a larger environment and experiencing new subjects for the first time. Tutors, subject teachers and student mentors will be on hand to provide guidance and support.

At the end of the Welcome Day, Year 6 parents are invited to collect their son and meet his House Tutor. This meeting provides an opportunity to get to know the teacher who will be the first point of contact for parents should they have any concerns. Once the term has started, parents can contact their son’s House Tutor or Head of Year at any time but are asked to remember that these colleagues have classes to teach and may not be readily available. However, a message can be left or parents can speak to Miss Senior our Pastoral Support Manager who may be able to help.

**Teaching Groups**

As well as being placed into a House Group, all boys are placed into a Teaching Group on arrival in Year 7. These groups are mixed ability and all boys in a group are of the same age. Of course, ‘mixed ability’ in a Grammar School context means that all boys are of the same upper range of ability. In Year 7 in particular, a boy will spend nearly all of his lesson time with the same Teaching Group. Although a boy’s pastoral care is the responsibility of his House Tutor, each Year 7 will have   Peer Support Group member to support him as well. The PSG member is usually a Year 12 students who has been trained to support students and is able to provide very practical advice in a very supportive manner.

Unlike House Groups, boys do not remain in the same Teaching Group throughout their time in the school. If considered beneficial, movement may take place during a year but this is less likely than at the start of a new academic year. In Year 8  boys are  taught in mixed ability sets for all subjects and once GCSE courses have begun in Year 9, boys will find themselves in different Teaching Groups for different subjects.

**Student Support**

Your son is likely to have the same House Tutor throughout his time in the school.  Other than when there is an assembly, your son will meet with his House Tutor each day during House Tutorial time (11.00am – 11.20am). Your son’s House Tutor will address any immediate concerns and is the first point of contact for parents. You will be informed of your son’s tutor’s email address.

Heads of Year have overall responsibility for overseeing each boy’s welfare, conduct and progress. Although House Tutors are the first point of contact, Heads of Year will deal with matters which are more urgent or of a more serious nature. He or she will deal with any such concerns and will arrange to speak to or meet parents as the need arises. It would be of considerable help to us if you would let the school know of any home circumstances which may affect your son’s concentration and attitude to his work. As Heads of Year have classes to teach and may not be readily available, it may be necessary to leave a message or speak to our Pastoral Support Manager in the first instance.

If you wish to come to school to discuss your son’s work, conduct or issues of a personal nature, you are very welcome. Parents should make an appointment to see the appropriate Head of Year, either by writing to, emailing or telephoning the school. Please note it is often not possible for teachers, other than Heads of Year, to speak to parents on such occasions due to their teaching commitments. In addition, as Heads of Year also have a heavy teaching commitment they may not always be available at short notice. Once again, our Pastoral Support Manager will therefore often take messages and help wherever possible. Our Pastoral Support Manager is more readily available during the school day and is able to deal with most queries and offer support and will relay messages to Heads of Year.

Our Learning Mentor is a full-time member of our support staff and is on hand to address any personal concerns that your son may have, particularly if they are a barrier to his learning. Meetings between students and our Learning Mentor often take place on an individual basis. The Learning Mentor will liaise with parents where there are concerns that are affecting a boy’s well- being.

All matters relating to Sixth Form students should be addressed to the Assistant Headteacher (Head of Sixth Form).

**Student Records**

To help us to support your son, it is important that our records are kept up-to-date.  Essential information includes names, addresses, emergency telephone numbers, medical details and email addresses.  This information is essential should there ever be an emergency. It is particularly important for us to have a number on which we can contact you during the school day.

We use a system called ‘Parent Mail’ for issuing routine letters and our weekly Parent Newsletter.  It is therefore essential that email addresses are kept up to date as this aids the reliability of this as a means of communication.

**Data Protection**

The school stores and handles personally sensitive information on a daily basis and is committed to protecting the privacy and security of personal information as required by the General Data Protection Regulation. As well as controlling and processing data, we are required by law to share personal data with other agencies and professional services, where the Law does not apply we will ask for consent. For more details please refer to our Privacy Notice for Pupils and Parents under the policies section of our website.

**Data Protection Officer**

The Data Protection Officer is responsible for overseeing data protection within the School so if you do have any questions in this regard, please do contact them on the information below:

Data Protection Officer: Judicium Consulting Ltd

Address: 72 Cannon Street, London, EC4N 6AE

Email: dataservices@judicium.com

Telephone: 0203 326 9174

**Confidential information**

If there is any confidential information that you feel we should know in order to support your son, please write a personal letter to his House Tutor or Head of Year.  We will endeavour to contact you as soon as is practically possible. (It is not always possible to speak to staff immediately due to their teaching commitments)  You may also contact Mr Harrison, Deputy Headteacher, with responsibility for Pupil Welfare.

Health Matters

In order to provide the best possible care for your son whilst in school, we need to be aware of any factors that concern his health.  It is particularly important to inform us of medical conditions that may require prompt action.

Unless there are exceptional circumstances, the school staff do not administer medicines to pupils.  However, if it is agreed that there are such circumstances, the taking of medicines would be supervised by the school office but only on receipt of a parental note. Parents will then be asked to complete a form which will be stored in the school office. The form is available to download from the school website. Details of the type of medicine, dosage etc should be clearly provided. The medication will be stored in the main school office. The use of inhalers is the pupil’s responsibility and these are not stored centrally. Epi-pens are stored in the main office but the majority of pupils also carry one with them. It is the pupils’ responsibility to carry their epi-pen with them to Physical Education and sports events. Pupils whose health might have an impact on their education have an Individual Health Care Plan drawn up by the school nurse and SENCO.

A number of our staff currently hold qualifications in First Aid. Our School Nurse, is not based at the school and only comes into the school for prearranged meetings and thus if you need to speak to her please phone the school and we will try to contact her. In partnership with the Wirral Primary Health Care Trust, we run a drop in clinic staffed by the school nurse and a youth worker where pupils can access health and medical advice and support on Tuesdays at lunchtimes. This confidential service is available to all our pupils.

**In the event of illness or accidents**

If it is felt that your son is not well enough to remain in school, then a member of our school office staff will contact you to arrange for his safe return home. Please do not collect your son unless you have been contacted by a member of the staff.  No pupil under the age of 18 is allowed to go home without parental permission. Having up-to-date records is absolutely essential for this purpose.  In the event of an emergency requiring hospital treatment, our first step will be to call an ambulance while at the same time seeking contact with a parent. If necessary, your son will be taken to hospital by ambulance and if you are not available, he will be accompanied by a member of our staff.

For information relating to notifying the school of a boy’s absence due to ill health, please refer to the section in “Attendance and Punctuality” in this Handbook.

Safeguarding

‘Safeguarding’ is a term that encompasses a wide range of approaches to ensure that each and every pupil is free from harm.  In terms of employment, the school has rigorous procedures in place to ensure that staff are suitably qualified to work with children and young people. All staff are DBS checked at the time of appointment; visitors to the school are required to show personal identification. Questions at interview always cover aspects relating to the candidates suitability to work with children and young people. Procedures relating to accidents, site security and child protection are further specific examples of ‘safeguarding’ measures.  Our Safeguarding Policy can be viewed on our school website.

**Site Security**

We go to great lengths to ensure that our school site is safe and secure for all.  At breaks and lunchtimes, staff patrol the site and provide supervision in the main student areas. For security reasons, we expect all boys, other than sixth form students, to be on the school site at breaks and lunchtimes. Only in exceptional circumstances would we deviate from this clear policy.  We have CCTV coverage in most of the communal areas of the school (Dining Hall, corridors, stairs and playground areas).  Access to these images is restricted and they may be used to assist in the management of the school and pupils’ behaviour. In order to assist in the security of the school both during the day and after hours, a magnetic door locking system operates on the main external gates and internal doors. Access to the main car park is restricted to staff only from 9.05am each day and the main gate will remain locked throughout the school day. At breaks and lunchtimes, senior staff and duty assistants patrol the site and wear high visibility coats and carry radios to assist with communication; they are on hand to ensure that lunchtimes are orderly and boys have a point of contact.

**Door and Gate Security System**s

Our door and gate security systems ensure that our site is always as secure as possible throughout the day thereby protecting both pupils and staff. To ensure that the system is successful and provides the increased level of security, all pupils and staff have a thumb scan undertaken. The scan is then converted to an encrypted number via a proprietary algorithm to operate the opening of a door when the thumb is placed on the reader. This number is unique to the software and cannot be read or passed to any other system which in turn does not allow for the identification of the individual to be established. The Biometric Template Capture software is compliant with industry standards. All data and information is retained on site and is not shared with any third party.

**Entrance, Car Park and Pedestrian Safety**

In a morning and after school the entrance to the school site becomes very busy. Parents who are dropping their son off at school or collecting them at the end of the day are advised that there are parking restrictions in operation on Cross Lane between 8.30am and 9.30am and also between 3.30pm and 4.30pm. Parents are requested to do drop off or collect their son WELL AWAY from the school gates.  As boys walk onto the school site they will do so either via the pedestrian entrance by the school dining hall or, as is the case for most, via one of the two pedestrian gates either side of the main car park entrance.  The most important instruction is that boys must not walk through the gates that are used by motor vehicles. Within the school site, pupils must use the zebra crossings when crossing the car park.

Sixth Form students with cars are permitted to use the on-site designated parking area. This area is secured during the day and students are not allowed to leave the school site in their car during the day unless it is with the permission of a member of the Sixth Form Management Team.

**Visitor Parking**

On site parking for visitors to the school during the school day is situated near the driveway entrance. Four numbered parking bays are clearly marked. Visitors should walk directly to the main entrance at the front of the school on Cross Lane to sign in.

**Child Protection**

Children and young persons have individual rights in law. Above all, they have the right to have their basic needs met and to be free from harm. At the heart of our child protection policy is the immediate liaison with the social services section of the Wirral Safeguarding Children Board. A member of the school’s Senior Leadership Team has specific responsibility for child protection issues. Our Designated Safeguarding Lead is Mr Peter Harrison who is the Deputy Headteacher responsible for pupil welfare. Our Deputy Desginated Safeguarding Lead is Miss Karen Spearing who is the School SENCO.

**Anti- Bullying**

Regretfully, bullying is something which can occur in any school. We define bullying behaviour as that which is intended to be deliberately hurtful towards another person, particularly when this behaviour is repeated over time. Our prime concern is for the safety of each individual. We address bullying in three ways: we seek to prevent it through education and early warning systems, we actively encourage pupils to report incidents of bullying and we investigate all allegations.

At the heart of our Anti-Bullying Policy is the message that this conduct is unacceptable. Boys are encouraged to tell a member of staff, e-mail the Peer Support Group or use the Anti-Bully boxes that are placed around the school. The action we take varies but the priority is for the bullying to be stopped and for the victim to feel safe and secure without fear of reprisal.

The Peer Support Group (PSG) is a support scheme consisting of Sixth Form students who are assigned to a teaching group in Year 7 but are also available to assist boys of all ages. The PSG is a group of friendly, helpful and understanding older students, who offer guidance and advice to pupils who are witnessing or experiencing bullying. This scheme has received the Princess Diana Award on several occasions for its work in helping pupils to feel safe and secure and happy in our school. To become a PSG member, students go through an application and interview process.

Our Anti-bullying Committee meets at least once a term and consists of two student Anti-bullying representatives from across the school, the PSG, representatives from the Head Boy team, a representative of the Heads of Year and the Learning Mentor. The committee discusses current issues, provides feedback on recent form discussions and questionnaires and determines any necessary future action.

The School’s Anti-Bullying Policy is part of our (School) Behaviour for Learning Policy which can be accessed via the ‘Parents’ section of our website.