



Pastoral Policy

| Policy Number | New or Reviewed | Date of next Review | Responsibility |
|---------------|-----------------|---------------------|----------------|
| HCP036 | November 2017 | November 2018 | Principal |

Empowering learners to shape their future

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PASTORAL POLICY

1. Pastoral Policy Statement

- 1.1. Horizons College believes in having a holistic approach to supporting Horizons College learners, staff and families. Having a Pastoral policy offers a means to express College commitment to supporting Horizons College learners, staff, families and Horizons College's Community.

2. Pastoral Goals

2.1 Horizons College aims to:

- a. Promote the wellbeing and welfare of the Horizons College community.
- b. Provide a point of personal contact with and between Learners.
- c. Provide a point of personal contact with and between staff.
- d. Provide a point of personal contact with and between parents / carers.
- e. Monitoring Learner attendance.
- f. Offer support and guidance and information to Learners, staff and parents / carers.
- g. Work with the Horizons College induction team to ensure a smooth induction into the College.
- h. Provide colleagues with information that may impact on learning and teaching.
- i. Provide colleagues with support in the planning of pastoral elements of the Personal Social Health and Citizenship Education (PSHCE) curriculum.
- j. Promote a Horizons College that meets Learners needs.
- k. Work with the transition team to provide a smooth transition from feeder provisions and to work or life skills.
- l. Work with the transitions team to provide a smooth progression from Horizons College when leaving.
- m. Assist the Senior Leadership Team (SLT) in developing strategies to deal with routine and unforeseen events such as long-term sickness or bereavement.
- n. Encourage a caring and orderly environment.
- o. Play a part in organising Horizons College community events.
- p. Engage wider networks as appropriate.

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- q. Evaluate the effectiveness of these goals.

3. Links with other Policies

3.1 Equality and Diversity:

- a. Horizons College is committed to ensuring equality of education and opportunity for all members of Horizons College community – Learners, staff, Governors, parents and community members. Horizons College aims to develop a culture of inclusion and diversity where everyone, irrespective of their race, ethnic or national origin or their citizenship, gender, age, sexual orientation, religious belief or disability feels welcome, valued and able to participate fully in Horizons College life.

3.2 Child Protection:

- a. Horizons College has a duty of care towards the children and young people in the College. This means that at all times Horizons College should act in a way consistent with their safety and welfare.
- b. For all issues related to Child Protection Genti Mullaliu is the Designated Safeguarding Lead (DSL).

4. The Pastoral Team

4.1 The Pastoral Team is comprised of four main team members:

| | |
|---------------------------------|---------------------|
| Pastoral Governor | Anuschka Veckranges |
| Pastoral Lead | Genti Mullaliu |
| Pastoral Staff Representative | Anuschka Veckranges |
| Pastoral Student Representative | Anuschka Veckranges |

4.2 Pastoral Governor - Responsibilities:

- a. The Pastoral Governor has the following main responsibilities:
- To provide a strategic overview, by keeping the focus on raising Learner achievement;
 - To act as critical friend, by **asking challenging questions, and pressing for improvement ... to promote the interests of College and its pupils;**
 - To ensure accountability by being informed about Horizons College's performance, and by discussing, questioning and refining proposals.

4.3 Pastoral Lead:

- a. The Pastoral Lead has the following main responsibilities:

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- To oversee Pastoral support;
- To oversee Horizons College transitions;
- To oversee Horizons College annual review processes;
- To lead on pastoral initiatives;
- To liaise with external bodies regarding pastoral care.

4.4 Pastoral Advice and Guidance:

- a. To be available in reception for advice and to signpost staff to other members of the team where appropriate.
- b. To liaise with external agencies regarding Annual Review dates.
- c. To coordinate the Annual Review paperwork including:
 - Sending out Annual Review invitations;
 - Sending out Annual Review paperwork to attendees;
 - Completing Annual Review paperwork on completion of the review.

4.5 Pastoral Parent Representative:

- a. To represent / gather the views of parents and to advise Horizons College accordingly.
- b. To be available to offer support and advice to parents.
- c. To monitor and evaluate the transition journey through Horizons College from a parent's perspective and feedback to the Pastoral Team.
- d. To assist at Horizons College events such as Horizons College open evening.

4.6 Pastoral Staff Representative:

- a. To be available to listen to staff, represent staff at Pastoral meetings and to feedback from meetings.

4.7 Pastoral Learner Representative:

- a. To be available to listen to Learners and represent Learners at Pastoral meetings and to feedback from meetings.
- b. The team will meet once monthly and minutes will be available on the staff notice board.

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5. Wider Support Network

- 5.1 The Pastoral Team works with a wider network of professionals whom may be called upon to provide additional support or advice, this network of professionals includes the following:
- a. Horizons College Governing Body.
 - b. Horizons College Nurse.
 - c. Swindon Social Services.
 - d. Educational Psychologist.
 - e. Community Team for people with learning disabilities.
 - f. Swindon Borough Care First.

6. Continuing Professional Development

- 6.1 The Pastoral Team will attend training and disseminate as appropriate.

7. Monitoring and Evaluation

- 7.1 The effectiveness of Pastoral care at Horizons College will be evaluated against defined outcomes.

8. Policy Review

- 8.1 This policy has been produced in consultation with staff at Horizons College and has the approval of the GB. A copy of this policy is available to all who request it and will be available on Horizons College website. The policy will be reviewed annually by the Governors Staffing, Curriculum, Standards and Quality Committee.

Signed Principal

Signed



Chair of Governors

Date

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