

Pastoral Update for Parents and Carers – September 2020

We wanted to provide all parents and carers with a pastoral update at the start of the new academic year. It outlines what we have committed to, what our expectations are, the changes to our pastoral systems and team structure, and the updated behaviour policy. We kindly ask that you read this document so that you are clear on the pastoral systems and expectations as they stand from September 2020.

What we have committed to;

- We will have an extended form period on the first day for all year groups until 12.20. Year 7 students will have extended form time for the first two days until 12.20. Tutors will undertake the usual administrative tasks e.g. providing planners and timetables for the year, welcoming students back and finding out how they have been. A full tour of the school following one-way system and locating their year group spaces will be provided by Form Tutors.
- Form Tutors will deliver a “Welcome and Wellbeing” session and also an update on the school systems outlined in this document so that all students are clear on the changes and expectations.
- Year 7 Tutors will also deliver lots of “getting to know you”/transition activities which we were not able to do in summer.
- Teachers in all lessons, in all year groups, will deliver welcome back/relationship building lessons for the first 2-3 hours of lesson time, building in exciting/engaging but content light tasks. The full curriculum will not be launched for several lessons whilst we make sure that we welcome students back into school properly.
- Teachers will be asked to think about how they want their students/tutees to feel when they are back in school. They will avoid deficit phrases such as “catch up”, “being behind”, or “lost learning.”
- All staff will commit to making at least one positive contact home per school day. This will be via phone or email.

Attendance and punctuality

- In line with government guidelines, all students are expected to attend school providing they are feeling well and are not displaying any of the common COVID-19 symptoms.
- We have a clear and robust attendance plan in place and will be contacting the families of any student who is not attending school.
- Punctuality remains really important and Form Tutors will be monitoring the punctuality of their tutees daily. Students in Year 7, 10 and 11 must arrive for morning registration by 8.45 and students in Year 8 and 9 must arrive for Period 1 at 9.05.
- If any student is late three times in a two-week period, you will receive a letter home to inform you of this. Students will be issued with a one-hour after school detention for each time they are late thereafter until a positive pattern of attendance re-emerges. You will be notified of any detentions via text.

Uniform

- Students are expected back at school in full uniform, including school shoes. Form Tutors will contact you in the first two weeks if there is an issue with your child’s uniform and ask for your support in rectifying this immediately.
- On their first day, students will be issued with a Year Group Badge to pin to their blazer. Students must wear this at all times for identification purposes so that we ensure year group bubbles are not mixing. Students will be charged a small fee if they lose it and require a replacement. The badges will be as follows;
- Y7 – Yellow
- Y8 – Purple
- Y9 – Grey
- Y10 – Orange
- Y11 – Pink



Pastoral Team Structure and Safeguarding

- Following the ill-health retirement of long-standing and highly respected Deputy Headteacher Mr Butterworth, there have been a few changes to the structure of the Pastoral Team and the Safeguarding Team.
- The Pastoral Team will be led by Mr Baybutt (Assistant Headteacher - Pastoral Care) and Ms Simpson (Assistant Headteacher – SENDCO and Inclusion).

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- Miss Johnson will move from Roman House to become the Director of Achievement for Saxon House and Miss Tapscott will join the Pastoral Team as Director of Achievement for Roman House.

The Pastoral Team structure will now be;

 <p>Mr Baybutt Assistant Headteacher – Pastoral Care</p>	 <p>Ms Simpson Assistant Head – SENDCO & Inclusion</p>
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 <p>Miss Tapscott Director of Achievement</p>	 <p>Miss Johnson Director of Achievement</p>	 <p>Miss Parr Director of Achievement</p>
 <p>Miss Ball Student Support Officer</p>	 <p>Mrs Roberts Student Support Officer</p>	 <p>Mrs Detheridge Student Support Officer</p>

The Pastoral Team is completed by the following staff who work with students across all Houses;

 <p>Mrs Cooper Student Support Officer and Designated Deputy Safeguarding Lead (DDSL)</p>	 <p>Ms Clare School Counsellor</p>	 <p>Mrs Huggins School Wellbeing Worker</p>
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Millthorpe Schools Safeguarding Team is;

			
Ms Greenhalgh Head of School – Joint Designated Safeguarding Lead (DSL)	Ms Simpson Assistant Headteacher - Joint Designated Safeguarding Lead (DSL)	Mr Baybutt Assistant Headteacher - Joint Designated Safeguarding Lead (DSL)	Mrs Cooper Student Support Officer – Deputy Designated Safeguarding Lead (DDSL)

Classroom Routines

- All Period 1 teachers will display a slide whilst taking the register asking students to confirm they are feeling well and do not have any of the common COVID-19 symptoms. By answering “Yes Miss/Sir”, they are confirming they are present but also confirming they are feeling well.
- Other routines - Students will sanitise hands on entry to a room, students will sit where directed by the teacher, staff will maintain a 2 metre distance as far as possible and will strictly limit their time in close contact with students, staff may wear a visor if they wish, in the last 5 minutes whilst packing away, students will stand behind their chairs or at side/front/back of the room as appropriate in the classroom. Teachers will wipe down each desk and the top of each chair ensuring students do not touch the desk/chair again after it has been wiped.
- Students will go for a 15-minute break at staggered times during Period 2. This will be in year group bubbles.

Behaviour Management

- In lessons, staff will continue to issue students with a reminder of the expectations (“Rule Reminder”), a “Formal Warning” if this persists, and then a “Negative Comment”, which will be stamped in your child’s planner with a red “NC” stamp. In a change to our system, if a student is issued with a Negative Comment, a member of the Pastoral Team or Senior Leadership Team will attend the lesson and speak with your child. We will also telephone you at this stage to make you aware of the issue and ask for your support in rectifying the situation. You will have the opportunity to speak to your child.
- Students will be returned to the lesson if it is felt they can be successful and if not, or if there is a further issue after they have been returned, they will be removed from the lesson.
- Students who are removed to the Year Group Support Room (see below) for poor behaviour will be issued with a one-hour detention at the next available opportunity. This may be the same day and if not, within the next day or two. The timings of these detentions are not negotiable.
- In the highly unlikely even of a student being removed from two different lessons on the same day, they will be removed from all lessons for the remainder of that day and we will contact you to agree a way to move forward.

Year Group Support Rooms – Pastoral & Inclusion

- Each year group will have its own dedicated “Support Room.” This will be staffed at all times by a member of the Inclusion or Pastoral Team. These spaces will be used to accommodate and support students who are not able to be in mainstream lessons.

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Behaviour Policy

A reminder of the updated behaviour policy outlined in the Home-School Agreement is below;

Behaviour issue	Examples	Action
Deliberate/dangerous breaches of social distancing expectations	Spitting at another person, coughing towards another person, aggressively shouting in somebody's face, assault of another person.	Teacher will radio for a Senior Leader. Senior Leader will escort student to the Main Office. Parent/carer telephoned, and student will receive a formal Fixed Term Exclusion. A referral will be made to our Police Liaison Officer. Parent/carer to arrange for their child to be collected from school immediately.
Breaching year group bubble expectations, failing to follow one-way system, failing to comply with hygiene practices.	Student deliberately trying to spend time with another year group, deliberately walking the incorrect way through school, refusing to wash hands/sanitise as instructed by staff.	Student referred to Pastoral Team for immediate collection and parents contacted to support school in reinforcing expectations. A further breach will result in the student being removed from lessons for the rest of that day and an after-school detention issued. Repeated breaches will be deemed deliberate and will result in a potential Fixed Term Exclusion.
Disruption in the learning environment	Arguing with staff, repeatedly calling out, refusing to follow staff instructions.	Staff will use our established behaviour system of a reminder of the expectation, then a formal warning , and then a negative comment . At this point, the student will be asked to wait outside the classroom to await a member of the Pastoral Team/SLT as an “ On Call. ” Please note that this is different to our previous system. Student to be spoken to by Pastoral Team/SLT and a phone call will be made to parents/carers at this stage explaining the issue and requesting support to reinforce expectations. The student will then be able to speak to their parent/carer on loud speaker, in the presence of the member of staff dealing. If all are confident that the student can be returned to the lesson satisfactorily, the student will be. If not, they will be removed from the lesson. If the student is returned to the lesson and there is a further issue, they will be removed from the lesson. If a student is removed from a lesson, they will serve a one-hour detention as directed by the school, usually the same day, or the next available day for their year group. The timing of the detention is not negotiable. NB – If a student is “On called” on two occasions within the same day, they will be removed from all further lessons that day to ensure that teaching and learning can continue without further hindrance. If students do not comply with expectations during this process, it will potentially result in a formal Fixed Term Exclusion.

Corridor Passes

- If a student needs to be excused from the lesson for any reason, we will no longer be writing this in their planner. Instead, students will be given a disposable corridor pass which will be recycled on the students' return to the lesson. Any students with medical needs requiring frequent access to the toilet will be given a permanent, laminated Corridor Pass. Please contact your child's Form Tutor or Student Support Officer if this is required and we are not already aware. Students will be encouraged to request to leave the lesson to use

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the toilet facilities throughout the day in order to avoid the toilets being too busy at break and lunchtimes. Requests to leave the lesson will be monitored to avoid any abuse of the system.

10 minute “reminder” detentions

- Staff will continue to issue 10 minute “reminder” detentions which students will serve at the end of their school day. These are for baseline expectation issues such as not having the correct equipment in lessons, uniform issues, poor corridor behaviour or mobile phone use during the school day.
- These will be served with their Form Tutor;
- Year 7, 10 and 11 – Period 5 Teachers will inform their students if they have a 10-minute reminder detention and instruct them to return to their Form Room to serve it with their Form Tutor at 3.10pm.
- Year 8 and 9 students will serve this with their Form Tutor at the end of afternoon registration at 3.30pm.
- Students who fail to attend will be issued with a one-hour detention as usual.
- Form Tutors will contact you if your child is accruing several 10-minute reminder detentions to discuss this and enlist your support in rectifying the issue.

One-Hour after school behaviour detentions

- Each year group will have 2 designated after school detention nights per week. They will remain in year group bubbles for these detentions. If your child is issued with a one hour after school detention, you will be notified in advance by text or, if it arises during the course of the school day, via a phone call.
- The detention nights will run as follows;

Day	Year
Monday	7
Monday	10
Monday	11
Tuesday	8
Tuesday	9
Wednesday	None – Staff Training
Thursday	7
Thursday	10
Thursday	11
Friday	8
Friday	9

- Parents/carers are kindly advised that the timings of these detentions are non-negotiable and if a student is allocated a detention on one of these nights, they are expected to attend.

Homework Rooms

- If a student fails to complete their homework, they will be given a 10-minute detention by their teacher, which will be supervised by their Form Tutor, and given an extension, as normal.
- During the 10-minute detention with their Form Tutor, students will be able to begin their homework task (or begin to plan it if it is online). Form Tutors will be clear that if students do not meet the extended deadline, they will be booked into the homework room after school to complete the homework then.
- If the student fails to meet the extended deadline, they will be instructed to attend their “Year Group Homework Room” for 30 minutes at the next available opportunity. These Homework Rooms will operate on alternative nights to behaviour detentions as follows;

Day	Year
Monday	8
Monday	9
Tuesday	7
Tuesday	10
Tuesday	11

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Thursday	8
Thursday	9
Friday	7
Friday	10
Friday	11
Friday	11 PP Study Group

- Form Tutors will follow up any non-attendance at Homework Room bookings with the student and by contacting you. If a student fails to attend on several occasions, this will be viewed as defiance and will result in a one-hour after school detention where the original homework will still be completed.

Mobile Phones

- A polite reminder that students are not permitted to use their mobile phones during the school day. This includes break and lunch time. If you urgently need to contact your child during the school day, please call the school office on 01904 686400 and we will arrange for you to speak to them. If a student is seen using their mobile phone during the school day, they will be instructed to place it into a biodegradable bag, and this will be handed to the office for safekeeping for the remainder of the day. Students can collect their phone after serving the 10-minute reminder detention at the end of their school day.

Thank you for your ongoing support.

Mr A. Baybutt

Assistant Headteacher – Pastoral Care