

Liverpool College Preparatory  
School



**Pastoral Care**  
**Policy**

Liverpool College Preparatory School  
Policy for Pastoral Care

At Liverpool College Preparatory School there is a positive approach to the care and well being of the children and we aim to enable pupils to feel happy, while achieving their full potential. There is care for the whole child, including mental, physical, emotional and spiritual needs. The welfare and well being of the children in our care is taken into account in all aspects of our planning and development.

Teachers, non teaching staff and all adult helpers are expected to adopt our caring, positive approach and to follow the school discipline policy. Full supervision extends to after school activities, including clubs. At the end of the school day in the Prep School there is at least one teacher on duty by the main entrance and this provides an opportunity when parents are welcome to raise any matter of concern. For children who need to stay in school later than the normal finishing time an after school club is available, whether it has been pre-booked or whether the need for it arises during the day.

In the Pre Prep School the Head of Pre Prep and all the class teachers are on duty and are available for informal consultation at the school doors as the children leave. An after school club is available for children who have been registered and, in exceptional circumstances, for use in emergency.

In the Nursery at the end of the school day, there is always a member of staff on duty at the door and teachers are always available to speak to parents on an informal or formal basis. Parents are welcome to speak to any member of staff and appointments are not usually needed. As there is a difference in time for the finish of school for Nursery and Pre Prep, a teacher remains on duty to supervise the children whose parents choose to collect their children at the same time. We usually request that these children are collected at 3.15pm. The Nursery children are welcome to attend after school club, usually on a pre-booked basis, and in cases of emergency.

At the start of the school day in the Prep School the doors are opened at 8.15am and there is a member of staff on duty at the entrance to welcome the children and to deal with any immediate problems. Both the Headmaster and Deputy Headmaster are usually available for consultation. The children go to their classrooms.

In the Pre Prep the Head is at the entrance to welcome the children and to deal with immediate problems. The class teachers are available in the classrooms for short informal consultations. The children are supervised in the hall until 8.30am when they go to their classrooms.

In the Nursery the door is opened at 8.15am and a member of staff is on duty to welcome both parents and children. All the members of the nursery staff are always available to speak to parents should the need arise. All the children are supervised by a teacher and a nursery nurse in one of the nursery rooms until 8.30am when the school day begins.

A breakfast club is available from 7.45am – 8.10am in both Prep and Pre Prep.

No children may stay in the classrooms at breaks without supervision, or enter the school building without the permission of a member of staff. Children do, however, have access to the Library on designated days. During breaks children have access to the toilet areas and in the Prep School may enter the building to change their shoes on the first bell to mark that break is ending.

No child is allowed on the adventure playground without supervision.

At breaks in the Pre Prep children are not permitted to stay in the classrooms without supervision or to enter the school building unless permission from a member of staff on duty has been obtained. Children have access to the toilet areas.

In the Nursery children are supervised throughout their break time by two members of staff. (This includes morning and afternoon breaks and lunch time)

It is the expectation that all children in the Preparatory School will have lunch at school and a vegetarian option is available each day. In exceptional circumstances pupils are allowed to bring a packed lunch.

Inexpensive items for play are sometimes allowed but in the main toys are discouraged. Valuable items are only allowed if permission has been given beforehand. Items of value may be handed to the Head for safe keeping although ultimate responsibility for loss or damage must remain with the parents. In the Nursery children are discouraged from bringing toys but occasionally they like to bring something in to show and that is placed on a shelf or in a cupboard for safety.

In the Prep School and Pre Prep children are allowed to bring water and fruit to school for morning break. Sweets are not allowed. There is access to drinking fountains at breaks.

In the Nursery children do not bring any food or drink to school as everything they need is provided for them. In both the Nursery and Pre Prep children have the option of morning milk.

When minor difficulties, worries or upsets involving a child arise within any part of the school environment they are dealt with by the member of staff on duty or the class teacher. The child or children involved in the incident are allowed to give their point of view.

If it is felt to be necessary a child's parents/guardians may be contacted about matters of concern. Often this will be at the end of the school day but may also be by telephone or letter. Copies of letters are given in the first instance to the Head of each section of the school. Copies of letters from parents raising matters of concern are forwarded to the Head.

Parents are always welcome at the school and contact with class teachers is encouraged. All parents/visitors are issued with a visitors badge if access to the school is necessary. The Deputy Headmaster and Head of Pre Prep & Nursery deal with matters of a serious nature, as appropriate. In very serious cases matters may be referred to the Principal.

Further help may be sought from external specialist agencies when the Headmaster and parents/guardians think that it is desirable. Staff may bring concerns about the children to the Headmaster, but do not refer children to outside agencies directly.

All the children are encouraged to talk openly to any member of staff if they have worries or problems, whether their problems are about work or whether they are personal. All staff encourage children to feel valued and to develop self esteem.

If a child should become ill or suffer an injury during the day a first aider will try to deal with the situation or Mr S Simpson may be called for advice or to see the child, (Please refer to Prep School First Aid Procedures). If the matter cannot be dealt with at school parents will be contacted. In a real emergency an ambulance would be called and parents notified immediately.

All children can be provided with access to a telephone. Children have access to a pay phone in the Prep School throughout the day or may be given permission to use the school phone for essential phone calls.

In the Pre Prep any outside contact necessary during the day will be made by the Head of Prep, the Secretary or a member of staff. In the Nursery, any contact which needs to be made with a child's family will be made by a member of staff.

School assemblies and the PSHE, Drama and RE programmes aim to re-inforce a wide range of pastoral care matters such as the importance of tolerance, care and consideration for one another. Development of individual enthusiasm is encouraged through the wide variety of extra curricular activities available in the Prep and Pre Prep.

In all parts of Liverpool College Preparatory School the aim is to encourage the pupils to give of their best and to develop self esteem. Part of this process is through the House system. In the Prep School there are four houses, each led by a House Tutor. Sporting events, chess and academic successes lead to the awarding of house points and merit cards in recognition of achievement. This achievement is recognised in assembly each week. Various events are organised on a house basis during the school year and the range is sufficiently wide to provide all pupils with ample opportunity to feel that they can contribute. In the Pre Prep the house system is used for sporting events. Star charts and certificates are used for further encouragement.

Certificates are also awarded in the Nursery for encouragement and achievement. The children are placed in a colour group which relates to the Houses in the Pre Prep. In the whole of the Preparatory School siblings join the same house.

In the Nursery children are organised into colour groups – red, green, blue, yellow and orange – and are given the name of an animal. The groups relate to the Houses in the Pre Prep.

Charity fundraising and awareness of the needs of others are encouraged in all departments.

Horizons are broadened for the children by the range of educational visits and trips which are arranged during the school year.

SB /GK September 2007