



# Rushton CE (VC) Primary School

*Happy Learning Together*

[www.rushton.staffs.sch.uk](http://www.rushton.staffs.sch.uk)

## THE PASTORAL SYSTEM AND INTERNAL COMMUNICATIONS

### Pastoral Care

All members of staff share a legal and moral responsibility of care for the pupils in our charge.

The influence that teachers can have on children within our age range by the way they behave with them and to each other cannot be underestimated. All staff at all times should be vigilant for signs of distress, physical or emotional or any other significant change in a child. These changes may be innocent but unfortunately may be the first indications of a problem. Teachers enjoy a privileged position sometimes seeing children more regularly than parents do and we should accept our roles in protecting young children willingly and enthusiastically.

### Passing on Information

The size of the school is such that information concerning any pupil may be disseminated easily. It is important that all members of staff, where appropriate, are aware of any problems which an individual child may have.

### Parent Initiated Contact

It is understandable that there may be occasions when parents need a consultation with staff without a formal appointment being made. Whenever possible the relevant member of staff will be made available to liaise with parents. Every effort will be made to resolve any difficulty amicably and time will be given to the relevant member of staff to converse with parents. Staff are usually available for informal 'chats' before school starts or at the end of the school day.

### Staff Initiated Contact

No member of staff should make contact with home without reference to the head teacher. Details of the problem and agreement of the course of action to follow should be discussed before and after the contact. Where contact by letter is appropriate the letter should be read and signed by the head teacher. No letter on school headed notepaper should be sent without the head teacher's approval. When it is necessary to call in a parent to discuss a problem the head teacher must be informed. Care must be taken when talking to parents as comments could be quoted to other parents and to

outside agencies and subsequently could reflect badly on the school. Staff should be fair, open, honest and professional.

### Public Relations

Every opportunity should be taken to enhance the school's reputation as a caring establishment. The local press is an invaluable aid to spread the news of school events and staff should consult with the head teacher about local publicity.

If the school is seen as successful then it will attract children and families.