STRATFORD GIRLS' GRAMMAR SCHOOL
STRATFORD-UPON-AVON

Pastoral System and Referrals

Pastoral care at Stratford Girls' Grammar School aims to provide a system of support and discipline for students which will enable each individual to achieve their full potential during their school career. To this end, all members of staff have a pastoral responsibility.

The pastoral system does, however, have a formal structure. Welfare or general behavioural problems are referred, in the first instance, to the Tutor who, depending on the nature of the problem, may wish to discuss it with the Head of House. They, in turn, will brief the Assistant Headteacher (Progress & Well-being).

In very serious cases the matter may be referred to the Headteacher. Concerns about work, homework or lessons should be referred in the first instance to the Head of Department – and then to the Tutor. Such issues may be referred on to the Head of House or Head of Sixth Form, then the Assistant Head and finally, in serious cases, to the Headteacher.

If you are concerned about any pastoral matter relating to any student, you should discuss it with a senior colleague. For details of the Referral System, see below.

Referral System

If staff have concerns/complaints about a student, the following system of referral should be followed and logged electronically on Behaviour Manager (level B1,B2 or B3)

For concerns about work, homework, progress or behaviour in lessons

Subject Teacher → Head of Dept → Head of House/6th Form → Assistant Head → Headteacher
↓ /SENCO (Progress & Well-being - DSL))
Tutor

For concerns about pupil welfare issues

Staff → Tutor → Head of House/6th Form → Assistant Head → Headteacher
(Progress & Well-being - DSL)

For concerns about Child Protection issues (NB: using a green referral form)

Staff → Assistant Headteacher (Progress & Well-being - DSL)

Please note:

- Parents may be contacted, following consultation with Head of House, Head of Sixth Form or Head of Department, at any time appropriate to the individual case.
- A concern/complaint may be resolved at any stage of the referral process.
- Relevant documentation should be passed to the Head of House or Head of Sixth Form in all cases (for the record), even if a relatively minor matter.

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