

The St Michael Steiner School

High School Tutoring and Pastoral Care Policy & Procedure

As they take on increasing responsibility for their own education and wellbeing, High School students sometimes need individual support from a member of staff.

- Students' progress and wellbeing are monitored by High School staff collectively and students' wellbeing is reported generally at the High School meeting each week.
- Generally, students' should speak to the teachers with whom they are currently having lessons if they want to talk about the lessons or their work.
- An individual student may feel more comfortable speaking to a particular person about personal issues, and so students may approach any member of the High School teaching staff for any reason.
- Each class is assigned a Class Guardian whom students should approach about any social or collective class issues that arise.
- Class Guardians are responsible for overseeing the class's general wellbeing, but teachers currently teaching the class are often better placed to do this, so are also responsible for this during the time they are teaching the class.
- Parents are given the timetable and so know who is teaching the class at any time. Parents may also approach any member of the High School teaching staff for any reason connected with their child's welfare.
- Students identified as vulnerable or struggling, or who request it, may be assigned or choose a personal tutor with whom they meet regularly.
- Students are aware that there are designated members of staff who can be approached about Safeguarding issues including bullying, abuse and neglect, relating to themselves or someone else.
- It is important that staff and students develop a relationship based on trust and confidentiality, but staff need to be conscious that students will sometimes want to talk about personal issues, and these can sometimes cross the proper boundary of a teacher/student relationship. Staff should refer to the school's Staff Code of Conduct for guidance about this.
- Discussions in meetings with students must be regarded generally as confidential. However, the College is responsible for the wellbeing and education of all students and so staff must report any concerns that are not Child Protection issues to another High School colleague or, if appropriate, to the High School meeting. If necessary, they will be taken to College.
- Child Protection issues that arise in meetings with students must be reported straight away to one of the Designated Safeguarding team:

Lead: Amanda Bell amandabell@stmichaelsteiner.com 07525 242883

Deputy: Maria Da Costa mariacosta@stmichaelsteiner.com

Trustee: Coen Beugelink coenbeugelink@stmichaelsteiner.com

Please use phone numbers only for urgent communications outside school hours.

Next review: September 2026