

Walsall Academy



Pastoral System

Policy Title	Pastoral System
Policy Reference	WA/Past
Description	This document sets out the Academy's Pastoral System
Status	Statutory
Category	Academy
Person Responsible	F Morrin – Deputy Head
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Other relevant policies	
Adopted by the Governing Board on	N/A
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Data Protection	Data will be processed in line with the requirements and protections set out in the General Data Protection Regulation

Version Records		
Version	Date	Description
1.1	February 2021	Review
1.2	October 2023	Review
1.3	September 2024	Review
1.4	January 2026	Review
1.5		
1.6		
1.7		

Pastoral System

The pastoral system at the Academy is a vertical system which is managed by a Personal Tutor. Each personal tutor group consists of a small number of students from each year group from Year 7 through to the Sixth Form.

The group size is between 20 - 25 students.

Role of the Personal Tutor

The role of the Personal Tutor is crucial to the Pastoral system operated within the Academy. The Personal Tutor is the first point of contact for parents and carers. The following are important to ensure the successful running of a personal tutor group.

- Developing positive relationships with a concern for welfare and happiness.
- Confidentiality is important to build a relationship.
- Integrity, honesty and mutual respect.
- The ability to listen to and reflect back opinions and views which are not necessarily your own.
- The ability to reflect upon a situation and suggest a variety of options to improve circumstances.
- To be informed. Any correspondence with parents from either Senior Leaders or Subject Teachers should be passed on to the Personal Tutor.

Daily Personal Tutor Sessions take place where the Personal Tutor has the opportunity to meet with the tutor group. The plan for each session will be determined by the information provided at staff briefings and other issues to be discussed between the Personal Tutor and students.

The Personal Tutor is responsible for the personal, social and pastoral education of all their personal students. In addition, the responsibility extends to the performance outcomes of all personal students in all aspects of their education experiences. This includes monitoring homework and ensuring all student folders are maintained to a high standard.

The Personal Tutor has a key role to play in teaching, modelling and communicating the values and ethos of the Academy. This includes positively reinforcing:

- The Walsall Academy Student/Academy/Parent Charter
- Standards for Students
- The guidance for all staff in establishing and maintaining a positive learning environment
- The importance of relationships and reward
- The Uniform Policy
- Celebrating achievement of students

Monitoring Progress and Attendance

The Personal Tutor is responsible for setting targets and evaluating progress via the module reporting system. They are responsible for summarising comments every module on the module report, ensuring students accurately review their own progress and set targets for the next module. Students take module reports home and should return them signed by their parent/carer. It is the responsibility of the personal tutor to ensure that all module reports are returned signed and in good condition. Should a student not return their module report after repeated requests then the personal tutor must make contact with the parent/carer to establish that they have seen the report.

The Personal Tutor is the coach and mentor for their students. They also facilitate student led parent meetings for all students at set points throughout the year.

Support for the Personal Tutor is provided by the designated senior leader to the tutor who provides advice on any issue arising.

The Personal Tutor is responsible for monitoring and administering all matters relating to their personal tutees' attendance and punctuality, communicating with parents/carers to ascertain reasons for student absence. It is then essential that accurate attendance records are maintained using the Academy electronic administration system (Bromcom and Class Charts).

In addition, the Heads of Year responsible provide support for the students within their Key Stage. There are also Deputy Head Teachers with responsibility for the pastoral management of individual year groups. Should it be required to place a student on a Student report or any other such form of close monitoring, the personal tutor should liaise with the Head of Year in the first instance.

Parental Consultation

It is important that the personal tutor establishes and maintains a purposeful dialogue with parents/carers. It is strongly advised that this does not involve emailing parents/carers directly.

Personal Tutors are the first point of contact with parents/carers of their tutor group. Tutors are encouraged to contact parents/carers concerning any issue relating to a student and this will be reciprocated. The personal tutor should return a missed telephone call from a parent/carer within a 24 hour period if practicable.

The parent/carer should be encouraged by personal tutors to meet with subject teachers to discuss subject-related matters, as appropriate. This should be co-ordinated by the personal tutor.

Personal Tutor Log - Bromcom

Information on students is stored in Bromcom and Class Charts for attendance, behaviour concerns and praise. The tutor is emailed automatically when a behaviour issue occurs. They are expected to update the log with details of any actions taken, if necessary.

Personal Tutor should update the Bromcom communications log when contact is made with parents/carers.

Personal Tutor will be emailed a Praise Report weekly to share with their tutees to celebrate their achievements.

Advice on keeping the log and running a personal tutor group is provided by zone deputies and on training days.

Delivery of Citizenship

Citizenship is a vital component of the curriculum and the personal tutor has a key role to play in delivering the curriculum. The Citizenship programme covers aspects of RE, PSHE and RSE. There is a weekly schedule with curriculum resources provided for personal tutors who must teach the content. Every student has a Citizenship Booklet which should be used regularly to log activities and answer questions related to the curriculum content.

Evaluation

The pastoral system is consistently evaluated and the views of the personal tutors considered.