



Pastoral Structure, Rewards and Sanctions

Our college is a community in which all students and staff are valued as individuals and can learn, develop and succeed.

We aim to be a caring college where each student can develop their full potential academically and become a caring, co-operative member of society.

Even before starting year 7, your daughter is made to feel welcome in college. All prospective Year 7 students are invited to our induction day. Most are visited in their primary school and there is lots of liaison between primary and secondary staff with regard to the academic and pastoral needs of each girl. If you, as parents, have a concern about your daughter's transfer to Norbury Manor please contact us.

Form Tutors

Each student is placed in a form group that is cared for by a form tutor during year 7. Form tutors look after the day-to-day well-being of girls in their forms. Year 7 students receive extra help with learning the new disciplines and structures of a college. A planner is given to all students and this contains a great deal of useful information.

Year Head

Each year group has a Year Head who is responsible for the academic progress and discipline of the students. The Year Head will contact parents whenever necessary and is usually the first point of contact for parents with queries and concerns regarding academic progress or behavioural issues.

Pastoral Leaders

Pastoral Leaders are on hand to lend support when it comes to attendance, punctuality and any day-to-day issues experienced by students. If you have any concerns related to any of these areas please contact the relevant Pastoral Leader for your child's year group.

Assemblies

Assemblies are held daily in varying forms. College assemblies take place once a week and each student also meets with their year group and form group. Every effort is made to respect the rights of conscience of each individual student and their parents. As a result, no girl is withdrawn from assembly or religious studies, but the right for parents to request this does exist (in this case, the Headteacher should be notified in writing so arrangements can

be made for the student to be supervised in a separate room).

Rewards and Sanctions

Good work, effort and helpfulness are rewarded and achievements are recorded using the college's digital records system. Certificates are awarded for a wide variety of achievements. There is an annual Achievement Afternoon in July to which parents are invited. Sanctions, which include detentions, seclusion and in very rare cases, exclusion, are used where a student's behaviour falls short of what we expect. Students may be detained for 10 minutes at the end of the day without notice, but at least 24 hours notice will normally be given for any longer detention. Detentions take place at the end of the normal college day; if a student's behaviour deserves a detention, we expect them to attend on the day stated.