

# Who can I go to for support? Pastoral Team

## Frequently Asked Questions

Ms E. Rose

As the Senior Pastoral Lead, I oversee the Pastoral Department. I support them in ensuring that all students are and feel safe in school and their behaviour is meeting our high standards by expecting excellence from all students. Any concerns with behaviour that have reached a certain threshold are dealt with in the first instance by the year manager but may also be supported by myself whereby I may request to meet with parents and the student.



Emma Rose Senior Pastoral Lead

### The Pastoral Team: 2021

Students in each year group are supported by a Pastoral Year Manager. The Pastoral team liaise closely, so there is always a member available if you need to see someone.

Each morning Year Managers are on duty at both entrance gates and the Year Manager's office so there will always be someone to greet you first thing and you can see them straight away if you have any issues.



Hayley Hawkyard : Year 7



Wendy Evans : Year 8



Christine Dunsmuir : Year 9



Jane Unwin : Year 10



Danielle Colley : Year 11



Laura Windle : Sixth Form

# Shoeburyness High School

# Transition Tasters

Who's who?

Can you remember who the Pastoral Team are? Join the picture to their name and their role in this team. An example has been done for you.



Miss Dunsmuir      Miss Colley      Ms Rose      Mrs Evans      Mrs Unwin      Mrs Windle      Miss Hawkyard

Year 10 Year Manager      Year 7 Year Manager      Senior Pastoral Lead      Year 8 Year Manager      Year 9 Year Manager      Year 11 Year Manager      Sixth Form Year Manager

## When should I go to see my Year Manager or a member of the Pastoral Team?

# Frequently Asked Questions

Before school, during your break, lunch or after school.

Only during lesson if your Year Manager has come to collect you

If you have any serious concerns about your own or others safety and welfare

If you are on a behavioural report

If you have been sent to them by another member of staff which will be confirmed with a note from that member of staff

At the start of the day if you are not in the correct school uniform

If it has been arranged with the Year Manager that you can go to them at any time and this will be confirmed with a pass

## Who should I see before I go to my year manager or the pastoral team?

# Frequently Asked Questions

In the first instance, if you have any concerns with a lesson, classwork, homework or class environment, you should go to see your teacher

If you have lost your timetable, you should see your form tutor.

If you have any issues for a specific subject, including your academic performance you should go to see the Head of Subject or Key Stage

If you need to ring a parent or carer, you should go to the front office

If you have any issues with your academic performance across a number of subjects you should go to see your Academic Year Leader

If you have forgotten your dinner money or packed lunch, you should see the Finance Team who will loan you £1.50 until the next day

If you have lost property, you should trace back over your steps and if you can not find it, you should go to the front office to see if it has been handed in

If you have any further concerns with a specific subject, you should go to see the Head of Faculty

If you have concerns with attendance you should see your form tutor

If I would just like to chat to a peer, you could go to see a designated member of our Student Leadership team (year 12 and 13 students)

If you are feeling unwell or have hurt yourself, you should go to see a First Aider at the front office

If you need to ring a parent or carer, you should go to the front office

In the first instance, if you have any general or pastoral concerns including wellbeing, bullying, attendance and equipment. you should go to see your form tutor

# Shoeburyness High School

## Transition Tasters

Below is a list of different situations that you may find yourself in and worried about when you first come to Shoeburyness High School.

Using the previous information, see if you can work out who you could go to see.

Sometimes it could be more than one person. An example has been given to show this.

Situation	Student Leadership Team	Front Office	Finance Team	Form Tutor	Class Teacher	Year Manager
I am not in the correct school uniform						
I am having trouble completing my homework						
I need to ring a family member to bring in my PE kit						
I have a dentist appointment tomorrow and I have a note to give in						
A few students are bullying me						
I hurt myself whilst playing at break time						
I'm lost and do not know where to go						
I have forgotten my school bag which has my pencil case and homework in it.		✓		✓	✓	
I've lost my timetable and I do not know what lessons I have today						
I do not understand a task in class						
I want to stay after school to do after school clubs						
I do not know where my homework is set*						
I have forgotten my packed lunch so I do not have something to eat						
I want to stay after school and forgot to tell my parents						
I am feeling too unwell to stay in school						
I have lost my blazer						
I'm feeling anxious and would like to just chat with someone						
I need to go to the toilet and do not know where to go						
I have lost my house keys						

## How did you get on?

We know that coming to a new school can feel daunting but hopefully you can see that there are lots of people who are here to help.

Situation	Who to see for support
I am not in the correct school uniform	You will be asked at the entrance gate about why you are not in school uniform and need to go to a Year Manager before period 1.
I am having trouble completing my homework	You should talk to your class teacher
I need to ring a family member to bring in my PE kit	You need to go to the front office before period 1 if you have time or in your break or lunch
I have a dentist appointment tomorrow and I have a note to give in	You should speak to your form tutor
A few students are being unkind to me	You should speak to your class teacher if this is in lesson or speak to your form tutor. You can also speak to a member of the Student Leadership Team
I hurt myself whilst playing at break time	You should notify a member of staff who is on duty or go straight to the front office
I'm lost and do not know where to go	You can ask anyone, including other students. There are members of staff and the Student Leadership Team on duty during break and lunch. There are also maps on display
I have forgotten my school bag which has my pencil case and homework in it.	You can go to front office in the same way as forgetting your PE kit to call someone to bring it in. You can speak to your form tutor regarding your equipment and you can speak to your teacher to discuss arrangements for handing in your homework.
I've lost my timetable and I do not know what lessons I have today	You should speak to your form tutor.
I do not understand a task in class	You should speak to your class teacher
I want to stay after school to do after school clubs	You should speak to your form tutor or class teachers
I do not know where my homework is set*	You should speak to your form tutor or class teachers
I have forgotten my packed lunch so I do not have something to eat	You should speak to someone in the Finance Team
I want to stay after school and forgot to tell my parents	You should go to the front office to call your parents
I am feeling too unwell to stay in school	You should go to the font office. If this is during lesson, you should speak to your class teacher.
I have lost my blazer	After you have retraced your steps, you should go to the font office. This is why you should put your name on all your items.
I'm feeling anxious and would like to just chat with someone	You can speak to anyone but mainly your form tutor or a member of the Student Leadership Team
I need to go to the toilet and do not know where to go	You can ask anyone, Including other students. There are members of staff and the Student Leadership Team on duty during break and lunch. There are also maps on display
I have lost my house keys	After you have retraced your steps, you should go to the font office.

\*Each student will get an Edulink account. This is where homework is set as well as other useful information about your progress in school. Parents will also have access to this information and accounts will be set up once we have all details.

We will explain how to use Edulink later on