

Role of Form Tutor

The Form Tutor system was put in place in September 2005 with a view to creating a positive relationship between the pupils and teachers within the school. It is also to act as a **pastoral care** system for pupils. Each year a form class is allocated to a particular teacher for the academic year.

The Form Tutor has a double period on the first day of the year in which to introduce the system to their form class.

Daily contact: Each day pupils will attend a 5 minute meeting with their form tutor at 9.35am. The purpose of the meeting is to record attendance, check uniform and collect absentee notes or any other correspondence from parents/guardians.

Once a week the pupils' homework journals are checked and signed by the Form Tutor. The journal is very important as a method for all teachers to correspond with parents/guardians.

The Form Tutor fulfils a pastoral care role within the school. Pupils are encouraged to approach their form tutor with any problems they may have. If the problem is of a serious nature the Form Tutor must contact the year head or management.

The Form Tutor investigates any minor behavioural/homework problems brought by subject teachers. Anything of a more serious nature or issues that require sanctions is passed on to the year head.

The Form Tutor provides any relevant information on pupils to teachers and year heads.

The Form Tutor attends a tutor meeting with the year head once a term.