



**OXFORD  
International  
College**

A NORD ANGLIA EDUCATION SCHOOL

## STUDENT PASTORAL & WELFARE POLICY

<b>POLICY INTENDED FOR:</b>	Students
<b>CATEGORY:</b>	Welfare and Wellbeing
<b>PUBLISHED:</b>	Server, Policy Folders at College and Students Accommodations, Staff Handbook
<b>POLICY IMPLEMENTED BY:</b>	Principal
<b>POLICY MONITORED BY:</b>	Deputy Principal for Pastoral Care
<b>REVIEWED BY:</b>	Deputy Principal for Pastoral Care
<b>REVIEWED DATE:</b>	April 2024
<b>CONSULTATION WITH:</b>	Senior Leadership Team (SLT)
<b>RECORD OF CHANGES &amp; ADDITIONS:</b>	<p>Jan 2020: Removed section regarding Home Students</p> <p>August 2022: Removed Registering with Police</p> <p>August 2023: Added SEN Information</p> <p>April 2024: Added VSM Meetings</p> <p>Added Neurodiversity Practitioner</p> <p>Added Welfare Meetings</p>
<b>NEXT REVIEW:</b>	May 2025

## CONTENTS

Student PASTORAL & Welfare Policy.....	1
Aims, Goals And Objectives .....	3
Vulnerable Student Meetings .....	4
International Students .....	4
Student Services.....	4
Student Induction .....	5
Provision Of Extra-Curricular Activities .....	5
Further Information .....	6

### AIMS, GOALS AND OBJECTIVES

The Pastoral and Welfare Policy at Oxford International College sets out the main objectives of the college in terms of caring for the students. The Pastoral and Welfare Team aims to meet the needs of all students in terms of their personal and practical requirements and in terms of their physical health, mental health, wellbeing and special educational needs. As such, the Pastoral and Welfare Team at the College consists of a variety of staff with different skill sets, qualifications and experience. The team is made up of:

Pastoral Care	Marianne Thompson-Hill (Deputy Principal) Jo Goddard (Manager)
GCSE Pastoral Care & Welfare	Emily Harris (Manager)
Counsellors	Meryl Suissa (Head Counsellor) Sarah Outen (Counsellor) Samantha Torgersen (Counsellor)
Student Services	Jenny Bourlakis (Manager) Magda Wojcik (Assistant)
Special Educational Needs	Marianne Thompson-Hill (Deputy Principal) Katie Vingoe (Neurodevelopmental Practitioner) Wendy Daniels (SENDCo) Rebecca Hazell (Specialist Teacher) Assistant SENDCo – (currently being recruited)
Nursing	Anne Whitehead (School Nurse) Second Nurse tbc (currently being recruited)

The Department aims to provide a high level of care, reassurance and support in a safe and secure environment, thereby enabling our students to grow in confidence and self-esteem whilst at the same time preparing them for their next steps in life.

In order to achieve our goals, we rely on working within a strong and supportive community and therefore we work closely with teaching and boarding staff as well as with our students and their families. In some cases where it is appropriate, we work with external agents such as CAMHS, guardians, guardianship companies, academic agents and Educational Psychologists.

As well as the support network surrounding each student (made up of teachers, house parents, Academic Strategy Teachers, friends and staff), each young person is allocated with a Welfare Officer. Individual one-to-one meetings take place termly and, in addition to these regular check-ins, students

are encouraged to contact their welfare officer for extra meetings or a quick catch-up whenever they need some extra support, advice, help or just for a cup of tea and a chat.

**Collective Responsibility.** We recognise that, in order to successfully achieve our aims, it is helpful to involve every member of staff and we encourage a culture of collective responsibility for all the students at OIC. In addition to working together as a school, we believe that in order to get excellent results, it's important to work closely with our students and their families.

**Working together at school.** In order to achieve our aims, our Pastoral & Welfare Department works closely with the academic and boarding teams to build a picture of the needs of our students.

### VULNERABLE STUDENT MEETINGS (VSM)

The Pastoral & Welfare Team works closely with the Boarding Team to ensure that any matters that occur outside of the school day are picked up promptly. These might include sickness, accidents, low mood, anxiety, depression, poor attendance, behavioural difficulties, worries about home, bereavement, etc.

Meetings occur on a Monday morning from 9.30 – 11.30 am (VSM) which stands for Vulnerable Students Meetings. The meetings are chaired by the Manager of Student Services, Jenny Bourlakis. A live shared agenda is circulated in advance of these meetings and every attendee is invited to complete the agenda with student concerns. The concerns are discussed during the meeting and actions are then decided upon. Jenny Bourlakis, Student Services Manager, circulates the minutes via a shared document and then adds specific concerns and agreed actions to the safeguarding software, CPOMS.

Meetings are attended by the whole pastoral team including the Head Counsellor, Meryl Suissa and the School Nurse, Anne Whitehead (but excluding the other two counsellors and the SEN Team). Other attendees include the Director of Studies and the Attendance Officer as well as the House Parent from each boarding house.

### INTERNATIONAL STUDENTS

The college is mostly made up of international students and many are living away from home and in a new country for the first time. Whilst the Admissions process and pre-arrival information form will have given us some idea of each student's need, often we will rely on the process of getting to know the students to really understand what works best for them and whether any reasonable adjustments might need to be made including dietary requirements, special educational needs, medical needs, any early issues around making friends and settling away from home for the first time.

### STUDENT SERVICES

Once students have completed the admissions process, their next point of contact will be the Student Services Manager, Jenny Bourlakis. At this point in their journey, they are learning more about the college and preparing for their OIC experience.

Jenny will answer questions and liaise with students about the practicalities of arriving at a new school in a new country. Her department will organise airport transfers and inform students about their new living arrangements, boarding house, house parent, etc. She will also offer guidance about:

- Knowing where to seek help and advice within the college.
- Knowing who to turn to for support – each student has a welfare officer.
- Opening a bank account.
- Registering with a GP and dentist – this is done in advance of arrival.
- Locating ATMs and other survival basics.

### **STUDENT INDUCTION**

The Pastoral and Welfare team rely on the induction process for an opportunity to get to know students for the first time. This process is deliberately constructed in a way that breaks students up into groups for ice-breaker sessions as well as for social and fun activities that allow them to interact with each other and with us. Examples include pottery painting, cheesecake making, “getting to know each other” ice-breaker sessions and the “getting to know Oxford” hunt. Student induction starts with presentations on boarding, living in Oxford and understanding the NHS and GP systems. It ends with an evening event which can be a dinner and trip to the cinema or something more active like Junkyard Golf followed by dinner.

### **PROVISION OF EXTRA-CURRICULAR ACTIVITIES**

The College prides itself on being a strong academic College where a large part of the focus is on academic success. There are, however, opportunities to engage in a variety of extra-curricular and co-curricular activities during students’ time here.

During the year, specific College activities are organised within and outside College to encourage students to socialise, communicate and enjoy a sense of participation within a community.

The students are encouraged to participate in a Student Council which identifies students’ interests and requests the provision of activities and facilities.

**FURTHER INFORMATION**

For further information about Student Pastoral & Welfare Policy at OIC please speak with Marianne Thompson-Hill.

[marianne@oxcoll.com](mailto:marianne@oxcoll.com)

Deputy Principal

Oxford International College

1 London Place

OX4 1BD