



## BUDAPEST BRITISH INTERNATIONAL ACADEMY PASTORAL CARE AND NEW STUDENT INDUCTION PROCEDURE

### PASTORAL CARE

1. **Tutor System:** Each student is assigned a tutor who serves as their mentor and provides individual guidance and support. The tutor is often the first point of contact for parents and students.
2. **Counselling Services:** Schools should have counselling services available to help students with emotional and psychological issues. Trained counsellors can provide support for students dealing with stress, anxiety, or other mental health concerns.
3. **Academic Support:** Pastoral care also extends to academic support. Schools should have mechanisms in place to identify struggling students and provide extra help or resources to ensure their academic success.
4. **Bullying Prevention:** Preventing and addressing bullying is an important part of pastoral care. Schools should have anti-bullying policies and procedures, as well as support systems in place for both victims and perpetrators.
5. **Physical Health:** Schools should ensure that students have access to healthcare services and promote a healthy lifestyle. This includes physical education, nutritious meals, and awareness programs.
6. **Emotional Support:** Encouraging emotional intelligence and providing students with the skills to manage their emotions is crucial. This can include workshops, peer mentoring, or support groups.
7. **Inclusivity and Diversity:** In a global setting like an international school, it's important to create an inclusive and diverse environment. Pastoral care should address cultural differences and ensure that students from various backgrounds feel respected and included.
8. **Community and Parent Involvement:** Schools should involve parents in the pastoral care process. Open communication with parents helps in addressing students' needs and concerns effectively.
9. **Safeguarding:** Protecting students from harm or exploitation is a top priority. Schools should have policies and procedures in place to safeguard students from any form of abuse or neglect.
10. **Peer Support Programs:** Implementing peer support programs, such as peer mentoring or student-led initiatives, can provide students with an additional layer of support from their peers.
11. **Behaviour Management:** Establish clear behaviour management policies and disciplinary procedures to ensure a safe and respectful learning environment.
12. **Professional Development:** School staff, including teachers and support personnel, should receive ongoing training in pastoral care to stay informed about best practices and to address evolving student needs.



13. **Communication Channels:** Clear communication channels for students, parents, and staff are essential for addressing concerns, reporting issues, and seeking support.
14. **Regular Reviews:** Continuously evaluate and adapt pastoral care policies and procedures to meet the changing needs of students and the school community.

In a British international school, pastoral care is typically in line with the principles of British education, which emphasize the holistic development of students. The aim is to create an environment where students can thrive academically, socially, and emotionally.

## NEW STUDENT INDUCTION PROCEDURE

Inducting new students into BBIA is an important process to help them settle in, feel comfortable, and become part of the school community. Here's a general outline of the new student induction procedure in such a school:

1. Pre-Arrival Communication:
  - Provide clear and timely communication to parents and students before their arrival, including important information about the school, arrival procedures, and necessary documents.
  - Share a welcome pack or handbook with information about school policies, curriculum, uniform requirements, and extracurricular activities.
2. Welcome Letter:
  - Send a personalized welcome letter or email to the new students and their families, introducing them to key staff members and important contact information.
3. Orientation Day:
  - Organize an orientation day before the start of the academic year or term. This can include a campus tour, introductions to teachers and fellow students, and information sessions on school policies.
4. Buddy System:
  - Assign experienced students (buddies) to new students to help them navigate the school, answer questions, and provide social support.
5. Academic Support:
  - Assess the academic needs of new students, especially if they are transferring from a different curriculum, and provide appropriate support, such as EAL programs or additional tutoring if needed.
6. School Uniform and Supplies:
  - Provide guidance on school uniform requirements and help new students acquire the necessary uniforms and supplies.



## 7. Individualized Support Plans:

- For students with special educational needs, develop individualized support plans and ensure that the necessary accommodations and services are in place.

## 8. Language Assessment:

- Conduct language assessments, if applicable, to determine the English language proficiency of non-native speakers. Offer ESL support as needed.

## 9. Parent Involvement:

- Engage parents through orientation sessions, regular updates, and opportunities to be involved in school activities and committees.

## 10. Cultural Sensitivity:

- Promote cultural sensitivity and inclusivity by celebrating diversity and organizing events that showcase different cultures and traditions.

## 11. Health and Safety:

- Ensure that new students are informed about school health and safety procedures, including emergency protocols.

## 12. Extracurricular Activities:

- Encourage new students to participate in extracurricular activities and clubs, which can help them make friends and feel more connected to the school.

## 13. Regular Check-Ins:

- Schedule regular check-ins with new students and their families to address any concerns and ensure their transition is going smoothly.

## 14. Feedback Mechanism:

- Establish a feedback mechanism for students and parents to provide input and suggestions regarding the induction process and overall school experience.

## 15. Ongoing Support:

- Provide ongoing support to help students adapt and succeed academically and socially.

Budapest, June 2025

To be revised: June 2027 or as required

