



# The Weekly Pastoral Rhythm Checklist

A one-page companion to the weekly pastoral rhythm guide

FREE RESOURCE FROM HEADOFYEAR.CO.UK

THIS WEEK I WILL PROTECT \_\_\_\_\_

## MONDAY Set the week up

- Check attendance from late last week and over the weekend
- Review weekend safeguarding, parent contact or behaviour issues
- Be visible during tutor time across the year group
- Identify the top three priorities for the week

## TUESDAY Do the thing you have been avoiding

- Tackle two difficult tasks before the day pulls you elsewhere
- Make the parent call you have been putting off
- Follow up with the tutor you still owe a reply
- Have the student conversation you have been deferring

## WEDNESDAY Walk the building

- Visit key lessons and corridors during transitions
- Notice quiet students, not only the loudest ones
- Check social spaces at break and lunch
- Log any patterns emerging across the year group

## THURSDAY Meet the tutor team

- Discuss three students of concern
- Share one celebration from the year group
- Give one operational reminder for the week ahead
- Agree clear follow-up actions and owners

## FRIDAY Finish positively

- Make positive calls or send positive emails home
- Review the unresolved issues list
- Note Monday carry-over so nothing is lost
- Close the week properly: clear desk, clear head

### STUDENTS TO QUIETLY NOTICE THIS WEEK

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### ONE THING TO FOLLOW UP NEXT WEEK

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### TOP THREE PRIORITIES

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