

Student Support Programme Protocol

Tutors will:

- Meet with one student at a time.
- Work with one year group only and will be line managed by a HOH.
- In most cases tutors will work with the same student over the years and build a relationship.
- You will meet students three times a year where appropriate (KS 3 / 4)
- Tutors will support students from their own tutor group

Communication

Communication with staff

- If staff (including TAs) have particular concerns/success stories regarding a student they should e-mail the tutor.
- Subject Teachers need to regularly remind students that they are happy to talk to students about any concerns they have over their progress, making themselves approachable.
- Heads of House will be responsible for sharing relevant sensitive information and whether or not the student is working with any other agencies, with Tutors.
- Any staff can access individual targets in SIMS.
- There will be regular Student Support Team Meetings with Heads of House for tutors.

Communication with students

- It should be the student's responsibility to approach staff regarding specific subject support e.g. to gain materials or strategies.

Communication with Parents

- Parents will receive a letter informing them the Student Support Programme.
- There will be further information available on our Web-site
- Parents/carers are expected to sign their child's planner after the mentoring session has taken place.

Monitoring

- Heads of House will inform House Matrix if the Tutor is completing the mentoring Interviews and recording effective targets and target reviews, electronically, on a half termly basis. The Progress Leaders are responsible for ensuring academic data is available for the interviews.

Review and Evaluation

- Tutors will review and evaluated annually the Student Support Programme and this will be part of the SIP and SEF.

Data

- By entering SIMS you will be able to access each student's individual data.

Recording/Reviewing Targets

- The pro-forma to record mentoring sessions will be in SIMS. The Targets and review should be recorded by the tutor/mentor on the report pro-forma in SIMS and by the student in the planner at the end of the interview. Parents, staff etc can see the students target at any time via the planner.

Student Support Handbook and other resources

- Example Questions
- A checklist of what to cover during an interview
- Anonymous role models of students who have been successful and why.
- Bank of ideas for targets.
- Resources on Study Skills

Location for the interview

- As far as possible staff should find a quiet place to do the interview but avoid being too secluded (leave door open so student can be seen etc). Tutor rooms from each house in assembly will be published to provide staff with an appropriate meeting space.