

CHS Sixth Form Pastoral and Academic systems

Role of Academic Tutor:

The AT will have a mentoring meeting with each student every two weeks. During this they will discuss:

- Progress in each subject – check for anything in the intervention boxes and/or Discuss any concerns received from subject teachers.
- Target and LAG – Discuss latest assessment grades and check they have the latest on all folders and folders are organised / up to date.
- Revision – help with organising/ discuss revision timetables.
- EPQ supervision – Project Q.
- Careers guidance and apprenticeships discussions.
- Extra-curricular activities guidance / encouragement, in and out of school (to prepare for work/ university).
- Pastoral issues/ worries and concerns off students, pass onto subject tutors where relevant inc attendance. May need to liaise with 6th Form team if have concerns.
- Prompter – calendar/events

Additional:

Compulsory study once every term

Guidance Meetings for year 11

Supporting careers days and welcome days

Meet and greet sessions

Parental contact

Folder checks

UCAS references (inc past students)

Issues and Actions: Behaviour in lessons, punctuality, uniform, attitude, homework etc Academic progress/underachievement inc effort.

1. Subject teacher has a conversation to discuss/diagnose issue – warning.
2. Repeated/persistent = subject compulsory study – recorded on Progresso as negative (inform HOS and Academic Tutor by e-mail)
3. Further issues = TEACHER makes phone call home (check with 6th Form pastoral team first) –

[Pastoral team to always e-mail teaching staff and Academic Tutor if they know of pastoral / medical issue]

4. Academic Tutor will speak to student in mentoring. Will also do a round robin to check if there are issues across the board. If there are issue across the board Academic Tutor or Sixth Form Team to contact home.
5. A) Ongoing issue with ONE subject – HOS to speak to student and parents (see above for awareness of any pastoral issues) if necessary. Departmental report if necessary. MUST inform Academic Tutor **AND** Sixth Form Team. [No improvement go to 5B]
- B) Issues across more than 1 subject Head/Deputy/Assistant Head of 6th Form speaks to student. When necessary to parent. 6th Form report may follow. IAP may follow.