

SIXTH FORM INTERVENTION PROCEDURE RESPONDING TO ACADEMIC CONCERNS

STAGE 1: FIRST VERBAL WARNING

ISSUED BY SUBJECT TEACHER AND ENTERED ON GOOGLE ACADEMIC ISSUE RECORD AS FIRST VERBAL WARNING.
BY SUBJECT TEACHER
SUBJECT TEACHER TO VERBALLY SET 'SMART' TARGETS WITH STUDENT

FOR STUDENTS WITH EXTENUATING CIRCUMSTANCES

STATEMENT OF CONCERN LETTER

PARENTAL MEETING

1:1 FORM TUTOR MENTORING

STAGE 2: SECOND VERBAL WARNING

BY SUBJECT LEADER AND TEACHER

ENTERED ON GOOGLE ACADEMIC ISSUE RECORD AS SECOND VERBAL WARNING.

STUDENT MEETS WITH TEACHER + SUBJECT LEADER TO AGREE 'SMART' TARGETS

STAGE 3: FIRST WRITTEN WARNING

ENTERED ON GOOGLE RECORD BY SUBJECT TEACHER

LETTER SENT HOME VIA SIXTH FORM OFFICE STATING ISSUE + INTERVENTION BEING PUT IN PLACE

1:1 FORM TUTOR MENTORING

STAGE 4: SECOND WRITTEN WARNING 2

ENTERED ON GOOGLE RECORD BY TEACHER

LETTER SENT HOME VIA SIXTH FORM OFFICE STATING ISSUE + INTERVENTION BEING PUT IN PLACE

INDIVIDUAL STUDENT IMPACT REPORT AGREED (USING GOOGLEDOT TEMPLATE PROVIDED) WITH SUBJECT
TEACHER– TIME BONDED, SMART TARGETS (3 targets)

SHARED WITH TUTOR, 6TH FORM OFFICE, LEARNING MENTOR,
TEACHER/SUBJECT LEADER TO MONITOR

STAGE 5: MEETING WITH STUDENT, PARENTS, TEACHER(S) WITH SIXTH FORM MANAGER AND/OR HEAD OF SIXTH FORM

In this meeting the Sixth Form team will be clear about how far progress has been made towards targets set and what our emerging judgement is about whether the students will be able to remain in the Sixth Form at the end of the review period

STAGE 6: CASE CONFERENCE WITH STUDENT, PARENTS, SIXTH FORM MANAGER, TBA/SED

MEETING WITH HEAD OF 6TH FORM TO DISCUSS STUDENT MOVING ON FROM THE WEALD EITHER INFORMALLY OR FAILING THAT, USING PROCEDURES LEADING TO FORMAL EXCLUSION

The Sixth Form team will put reasonable interventions and support in place where necessary to help students overcome difficulties in their studies. Students must recognise that these interventions can only succeed if they fully cooperate and fully engage with all aspects of the intervention process.

Role of all those involved:

When students face difficulties in their studies it is crucial that all parties involved work together to give the best possible chance of success.

- Students will respond positively and proactively to advice and support given by teachers, tutors and the Sixth Form team,
- The Sixth Form team will respond to parental emails and phone calls and to student communication regarding their situation,
- Subject teachers and subject leaders will provide regular, up-to-date and accurate progress reports,
- Parents and carers will respond to the college's concerns and support us in helping the student to overcome difficulties.