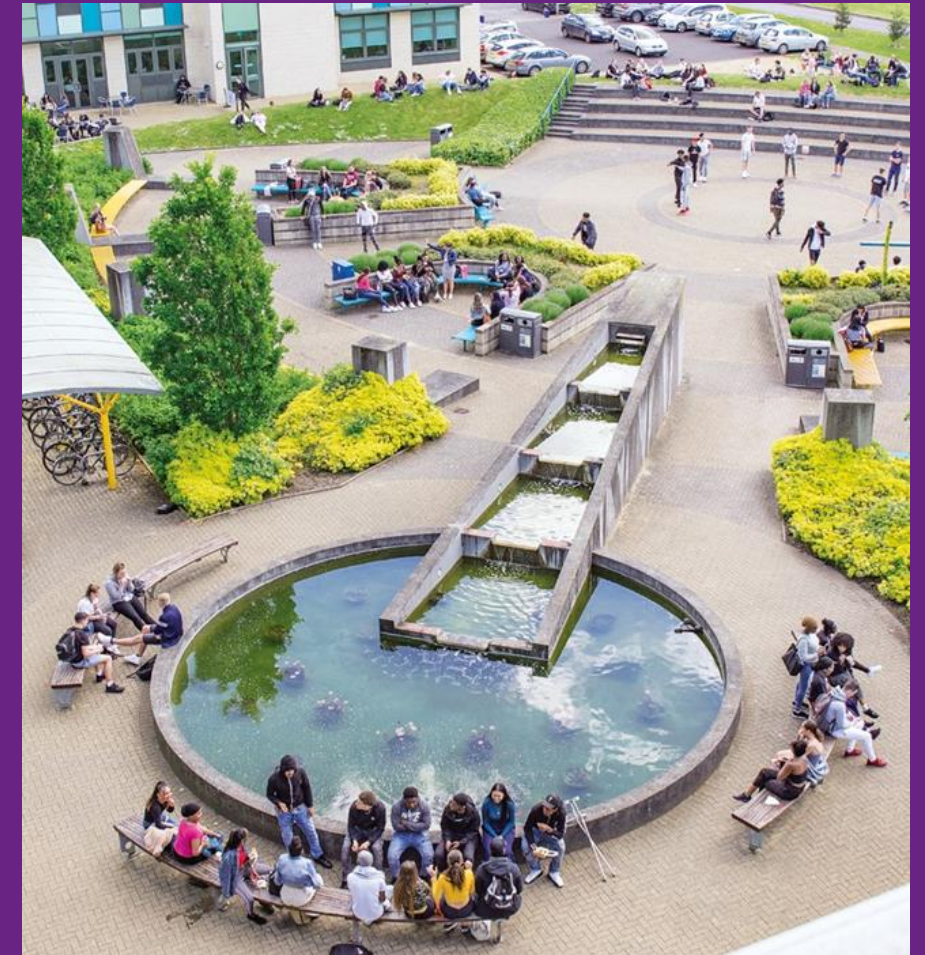


Progress Tutor Team



ST BRENDAN'S
SIXTH FORM COLLEGE

Progress Tutor Team

- **Purpose of the role: To provide support and guidance to students during their time at college:**
 - Pastoral support
 - Attendance and positive behaviour (as part of college-wide policies)
 - Academic and study skills
 - Personal development
 - Future progression
- **Our overall aim is to empower students to take responsibility for their learning and prepare for life after college**
- **Each student is assigned a Progress Tutor**
 - 9 Progress Tutors, 1 Senior Progress Tutor (AtL3) and 2 Progress Tutor Managers
 - Look after the whole college cohort
 - Deliver tutorials and carry out 1-1 meetings



Tutorial Programme

- Tutorial sessions are compulsory for all students and take place once a week for 90 minutes
- We'll be covering topics that fall into one of (or more than one) of these categories:



- Examples of topics we'll be covering this academic year are:
 - Digital literacy
 - Money management
 - Healthy relationships and consent
 - Labour Market information and planning for the future

One-to-ones



- In addition to tutorial sessions, students will also have some 1-1 meetings with their Progress Tutor
- The one-to-ones are 15 – 20 minutes and are a chance for us to get to know students better and to discuss how they're settling in, their progress in their subjects, what they get up to outside college (part-time job, clubs etc.) and what they want to do in the future.
- The one-to-ones are a compulsory part of students' time here and are a really useful chance for discussion with Progress Tutors about anything that may be bothering them, anything they're struggling with, anything they need any extra support with etc.

Keeping in touch

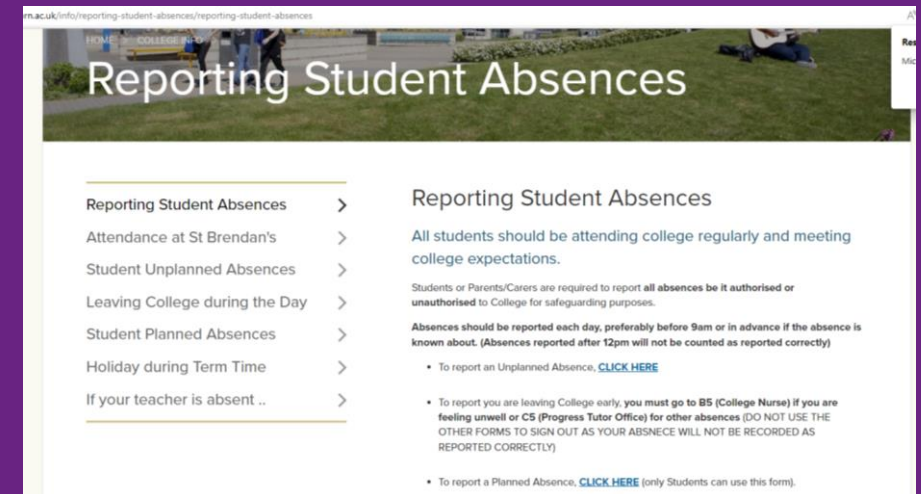
- As well as seeing students once a week in tutorial, we send a weekly message via Microsoft Teams with key updates and information together with that week's tutorial session slides
- Any encouragement to make sure those weekly messages are read and acknowledged would be gratefully received 😊
- We operate an open door policy in our office, but each Tutor has a large caseload and may not always be free. However, there will always be other Tutors available to pass a message on or help where appropriate!
- In the coming weeks, each Progress Tutor will be making contact with parents and carers to introduce themselves

Reporting Absences

Absences should be reported using the guidance on the college website (via Student Portal. ([Reporting Student Absences](#))).

Your young person's Progress Tutor will monitor their attendance.

- Automatic emails will be sent to parents/carers if a student hasn't attended a lesson and the absence is unreported
- Emails will also be sent to parents/carers if absences are reported to confirm that the information is correct.
- Overall attendance and attendance for each subject is contained in any progress reports sent home and can be viewed at any point on the Parent Portal
- We will be in touch with you if we are concerned about your young person's attendance at college



Intervention Process

Our aim is to support students to achieve, but sometimes things don't go as smoothly as we'd like them to.

If we have concerns about a student's attendance, behaviour/conduct or work completion, these are the interventions that will happen:

1. The teacher of the subject where there are concerns will speak to them face-to-face about this
2. They may receive an 'intervention'. Targets will be documented and you will be able to see these on the Parent Portal
3. The teacher will contact home to share their concerns

If there are no improvements despite these interventions, further targets may be set with Progress Tutors and/or Progress Tutor Managers

If after support is offered, targets are not met, students will be referred to the Pastoral Board where their future at college will be discussed and decided upon

Access to Level 3 Progression

To progress onto level 3 study at St Brendan's next academic year, ATL3 students must ensure:

General criteria will be to complete and achieve a minimum of Merit/Merit Merit in their Applied course they are doing PLUS to improve their GCSE grades particularly in English and Maths if taking them.

For some level 3 courses, students would need the specific entry criteria as well eg. A Level Business they would need the 5 in Eng Lang and Maths.

Student's attendance also needs to be ~90% and have a positive behaviour/engagement record.

Students will apply in Jan and we advise them on their course choices, whether they meet criteria etc and any specific targets they individually have to meet.

We are therefore, initially, looking at everything they have done from Sept to Jan to base our offers and advice- so this first term is crucial for setting them up to achieve the grades and conditional offer.

Course Change Process

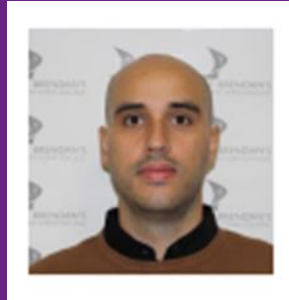


- Course change surgeries take place every day from Monday 8th September – Wednesday 24th September
- 2:45pm - 3:45pm each day in D2/3
- There may not be space on the course students wish to change onto as many of the courses are full with a waitlist – they should prepare for this
- Students must continue attending their current timetabled lessons until the new subject is added to their timetable
- Students who wish to change courses must attend a course change surgery by Wednesday 24th September at the very latest.
- We are not able to allow students to study 2 A level equivalents only – must be 3

Meet the Tutors



Adie Woodgate



Paolo Spano



Tallulah Upton



Dylan Cox



Blake Davies



Hannah Bray



Izzy Ebdon



Klaudia Cooper



Rachel Potter

Any questions?

