

STUDY SUPPORT PROCEDURES 2021-22

The SWCHS Sixth Form's expectations of students in terms of behaviour for learning are set out in the new 'Behaviour for Learning and Covid Safety Contract' that will be signed by **all** students at the start of term. The procedures outlined below will be used in response to breaches of this contract. Inevitably, each case will need to be considered individually and the responses will vary according to the particular circumstances.

However, a common understanding by staff, students and their parents/carers of the process and of likely consequences should ensure fair treatment for students and support for staff in their dealings with students who are not meeting our expectations. An important element of the study support process is the tutor's identification and provision of required support, for students who find themselves in difficulty. For tutors in years 12 and 13, this will be done in the first instance by monitoring referrals made by subject staff via e-tutor and as a response to Progress Checks.

The procedures are both broad and simple and are primarily designed to support the student with their academic studies. **Serious breaches of behaviour and discipline will be dealt with in consultation with the Sixth Form Collegiate and may by-pass Study Support procedures.**

1. Study Support Stage 1

Examples of when a student would find themselves at this stage would include:

- Difficulties in transition from KS4 to KS5
- Concerns about attendance and/or punctuality
- Concerns across **at least more than one subject**— arising from subject referrals on e-tutor e.g. failure to submit a key piece of work or repeated failure to complete homework via Teams
- As a consequence of progress checks or reports
- Not meeting expectations as outlined in the Sixth Form 'Behaviour for Learning Contract'.

The decision to place the student on Study Support 1 (SS1) is taken by the student's Tutor, and it is the Tutor's responsibility to inform the parents of the student.

This will include discussion with the student and the writing of an action plan. Students will be expected to use the designated Study Support desks in the Study Centre. Times will be negotiated with the student and Sharon Bertie (Sixth Form Study Support Officer) will monitor attendance.

The Tutor will inform teachers by putting the student onto study support via the School's e-tutor system.

The Tutor will monitor the students output on Microsoft Teams with the action plan. This will normally last approximately four weeks.

Outcomes

If there has been the required improvement, the process ends and the student is removed from study support on e-tutor by the Tutor.

If there has been some improvement but the issues are not yet fully resolved, the work with the tutor can be extended by one or more periods of four weeks.

If there has been no improvement and the student is clearly not responding to the support provided, the student is referred on to Study Support 2 and the Head of Year is involved.

Parents must be informed of all outcomes of study support procedures.

2. Study Support Stage 2

At this stage, students enter into a more formal and serious stage of the process. **The decision to place the student on Study Support 2 (SS2) should not be taken lightly and will be taken after consultation with the Head of Year.** Students can be placed on Stage 2 in one of three contexts:

- Failure to respond to Stage 1
- As a consequence of progress checks or reports
- Serious issues with any other behavioural issues - particularly lesson attendance or the Electronic Equipment User Agreement

The Stage 2 process, which is dealt with by both the Tutor and the Head of Year, will be as follows:

A formal meeting with student, parents/carers, Tutor and Head of Year will be convened by the Tutor where the tutor will provide subject specific evidence and create an action plan setting out the required improvements will be agreed. Parents will be made aware of where the student has failed to meet the terms of the behaviour for learning contract. The action plan will be issued to parents and the student. Parents will be asked to sign the behaviour for learning contract at the parental meeting and a date set for a review. (This review does not have to be held in person).

The Tutor will inform teachers via the school's e-tutor system by amending the stage 1 level to stage 2. The Tutor and the Head of Year will monitor the situation over a four-week period.

Outcomes

If, at the end of the four-week period, sufficient improvement has occurred the student is either moved back to Stage 1 or removed from the Study Support process altogether. This must be highlighted on e-tutor. Progress is then monitored in the usual way. **The Tutor/Head of Year is to contact home to communicate this change to parents/carers.**

If there is some improvement, the Stage 2 process can be extended.

If there has been no improvement, the student is referred to the Deputy Director of Sixth Form who will contact home.

3. Study Support Stage 3

At this stage concerns will be dealt with by Director of Sixth Form, the Head of Year and the Tutor.

The student will now be in a very serious position. They will be made aware that their position at the SWCHS Sixth Form is in jeopardy. Stage 3 may be brought about as the result of one of two contexts:

- Persistent and severe academic engagement issues. Failure to respond to interventions by their Tutor and Head of Year to bring about improvements as detailed at Stage 2 (e.g. continuing attendance issues, failure to address subject issues, behavioural issues.)
- Behaviour Issues. Very serious issue or issues with behaviour or the Electronic Equipment User Agreement. For example: offensive or intimidating behaviour, improper activity (including on-line behaviour and breach of covid-19 safety procedures) that has a detrimental impact on the school and its students or brings the school into disrepute. The process will be as follows:

The student will be dealt with by the Director of Sixth Form and Head of Year.

If it is confirmed that there has been persistent failure to respond to previous stages a meeting will be called with parents/carers and the student will be given a final written warning.

Plans for an alternative curriculum may need to be established (such as replacing a subject with work experience). At this stage, both the student and parents/carers will be aware that failure to make improvements will put the place on a course of study, or the place at the SWCHS Sixth Form, in jeopardy.

The Head of Year will monitor the situation and will inform subject teachers via the school's e-tutor system and/or email.

Outcomes

If, at the end of the four-week period, sufficient improvement has occurred the student is either moved back to Stage 2 or removed from the study support procedure process altogether. This must be highlighted on e-tutor. Progress is then monitored in the usual way. If there is some improvement, the Stage 3 process can be extended. **The Head of Year will contact home confirming this.**

If there is insufficient improvement, a recommendation of proposed action will be given by the Head of Year to the Director of Sixth Form.

The Director of Sixth Form will then consider whether to terminate the course of study or the place at SWCHS Sixth Form. In serious situations, the Director of Sixth Form will reserve the right to withhold a written reference.