

Post 16 Student Services Support Programme

Each Post 16 student has a personal tutor who monitors progress, helps with target setting and tries to solve any problems that may arise

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| Stage 1 | The tutor will try to resolve the issue by speaking to the student and providing support to the student to overcome the difficulty. |
| Stage 2 | If this is not successful and the code of responsibility is broken again, the student may be placed on a Support Card by either the tutor or subject teacher. Support Cards/Learning Contracts allow students to evidence their efforts to get back on track. If the issue is in a particular subject area, this may be a Subject Contract rather than a Learning Contract, monitored by the Head of Subject. |
| Stage 3 | If this is not successful then the Head of Post 16 and the tutor will speak to the student and the student may be placed on a further report card. Parents may also be invited for a meeting at this stage. |
| Stage 4 | In the very unusual circumstance of the above being unsuccessful, the Head of Post 16 will issue a warning following discussion with the staff, student and parents. A clear letter will be issued to the student stating what the student must do as a contract. |
| Stage 5 | If there is no improvement when the student is on a contract a discussion about suitability for Post 16 will be arranged with parents. At this point the student is at risk of exclusion by the Head of Post 16. |