

Philosophy

Student progress in their studies and student behaviour is the responsibility of every member of staff. Every member of staff is responsible for playing their role in promoting the college values and mission statement;

"A caring community, delivering excellence and inspiring futures"

Therefore the student performance management policy is the responsibility of every member of staff and will be promoted by all.

Objective of the Policy

- 1) To increase attendance and retention
- 2) Develop a consistent culture of both praise and challenge
- 3) To improve outcomes of students

Student commitment agreement / (ready, respectful and safe)

1. Attend and be punctual
2. Be prepared for study, progress and undertake independent study
3. Respect for others, property and self-respect

College commitment

Excellent career guidance to support you in enrolling on the most appropriate programme of study for your career intentions, talents and experience.

Well planned and resourced lessons that will stretch all members of the class. Excellent resources are provided to students in a range of formats to support their learning needs and develop the graduate attributes required in further study and employment.

Support staff available to guide and support you through your learning and developing your independence and developing your resilience and experiences.

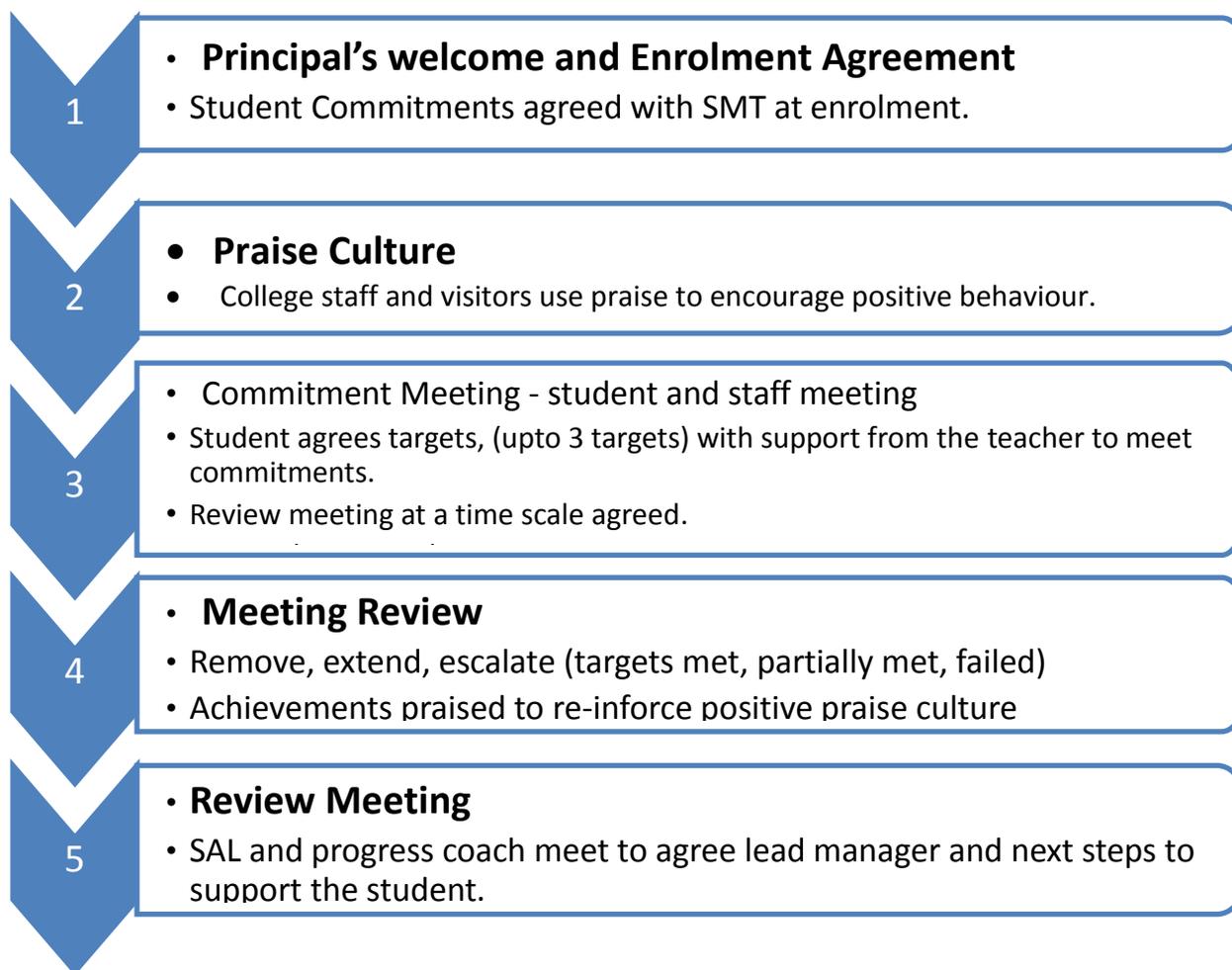
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Process and paperwork

1. Students enrolling at the college meet a senior member of staff and sign a **student commitment agreement (see appendix 1)**. The enrolment agreement articulates the three broad values that students commit to follow as members of The City of Stoke on Trent Sixth Form College, and the ways in which the college will support them.
2. All members of the college community (staff, visitors and students) will use **praise** to positively re-enforce the learning culture of the college. This will be developed in innumerable ways but in particular, through positive constructive feedback on student work (areas of strength and areas that require further development), valuing student contributions to learning and the student leadership team.
3. A small number of students will struggle to meet these commitments and the college guarantees to support the students in their studies. The **Commitment Meeting** is held by a teacher, progress coach or member of the college staff to support the student to meet these commitments. The reasons for the failure to meet the student commitments will be discussed and targets agreed by the student. The member of staff will outline the support available to help the student meet their commitments. A review meeting date, time and location will be agreed to review the progress made in the time scale agreed.
4. At the **Commitment Meeting Review** meeting the progress against the SMART targets will be evaluated. If the targets have been met the commitment interview will be removed and the student praised for the improvement in their approach to study at the college. If the targets have been partially met the commitment interview may be extended by a further two weeks. If the targets have not been met the commitment interview may be escalated to a contract meeting. Failure to engage with the process of support for meeting the targets agreed is considered a reason for escalation. It is anticipated that a student will have two attempts to improve their commitment, but the commitment interview can be extended a limited number of times before it is escalated to a contract.

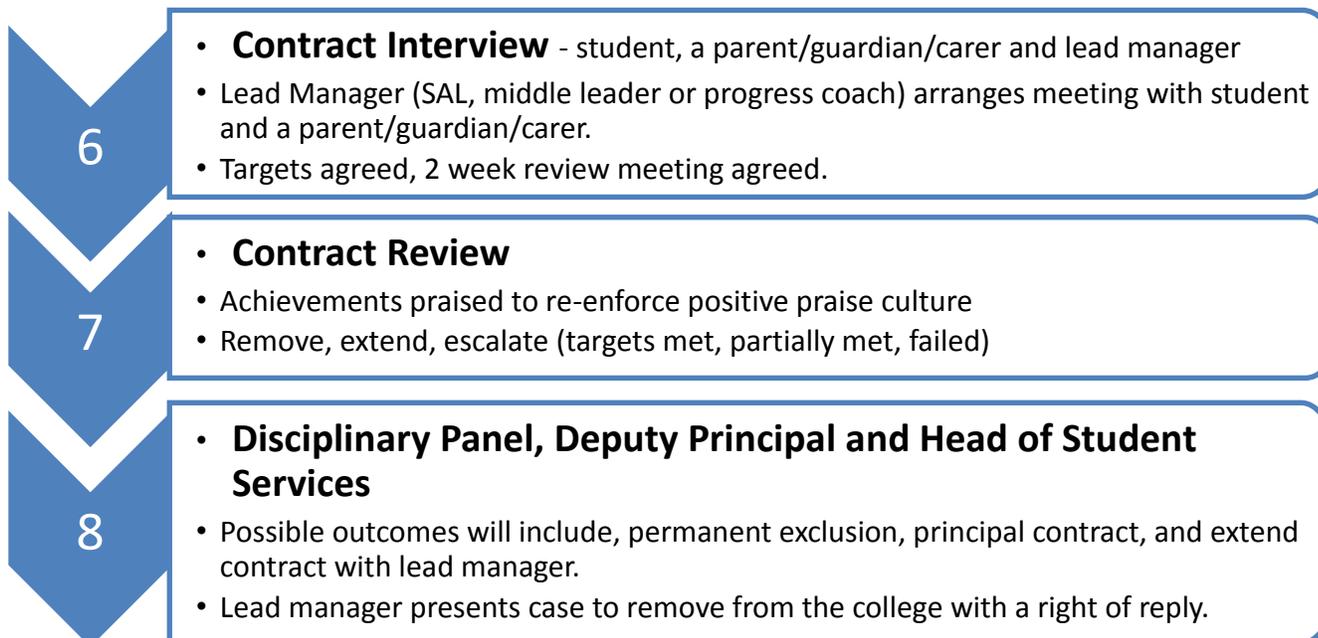
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5. The **Lead Manager**, either the Progress Coach, Middle Leader or SAL will be agreed at the **Review Meeting**. This might reflect the workload of staff or the circumstances of the reason for escalation. If escalation has happened too quickly or insufficient support has been provided to the student the case review might refer the student back down the scale. In serious cases the Commitment Interview stage may be missed out and a student progress straight to contract.



Up to this point the focus has been on support and intervention for students to make progress and meet their commitments. If a student is placed onto a contract this is then a disciplinary issue.

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- **NB – Looked After Children (LAC) and students known to Student Services may not follow this exact procedure.**

6. A **Contract** Interview will be held with a parent/guardian/carer present. The support of a student's home and family is recognised as significant in their progress by the parent engagement policy. If the student is not supported by the parent/guardian/carer an appropriate adult such as the progress coach might be asked to support the student and act as an advocate for them. At the contract meeting further targets will be agreed to support the student in meeting their commitments and making progress in their studies. The student and family will understand that failure to meet these targets will result in a Disciplinary Panel and the likely permanent exclusion of the student from college. Failure to engage with the process is considered a reason for escalation to Disciplinary Panel. A student may be required to sign a contract as a condition of re-enrolment into year 2 of a two year course or year 1 where they have completed the foundation year.
7. As with the Commitment Review the **Contract Review** Meeting has three possible outcomes, remove, extend, and escalate.

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8. The **Disciplinary Panel** consists of the Head of Student Services and Deputy Principal. If they are not available a member of SMT and a SAL will form the disciplinary panel. The student and parent/guardian/carer will have received the appropriate documentation at the contract meeting, detailing the process of the disciplinary panel and the consequences of failing to meet the contract (see appendix 2). A disciplinary panel will be called where the lead manager judges that the student is unwilling to meet their commitments to the college and the appropriate support offered has not created the required commitment by the student. The lead manager will explain the reasons why the student should be permanently excluded from the college. The student and parent will similarly explain their case. The panel will ask questions to clarify their understanding of the situation and the support offered to the student. The panel will reflect on the case following the meeting and report their findings in writing within one working day, plus appropriate time for postage. If a parent/guardian/carer does not attend the meeting an alternative date or another appropriate adult may be appointed to support the student and be an advocate for them. Failure to engage with the process is considered a reason to escalate.
9. Students may appeal that the process has not been followed, but may not appeal against the content or substance of the decision made by the disciplinary panel.

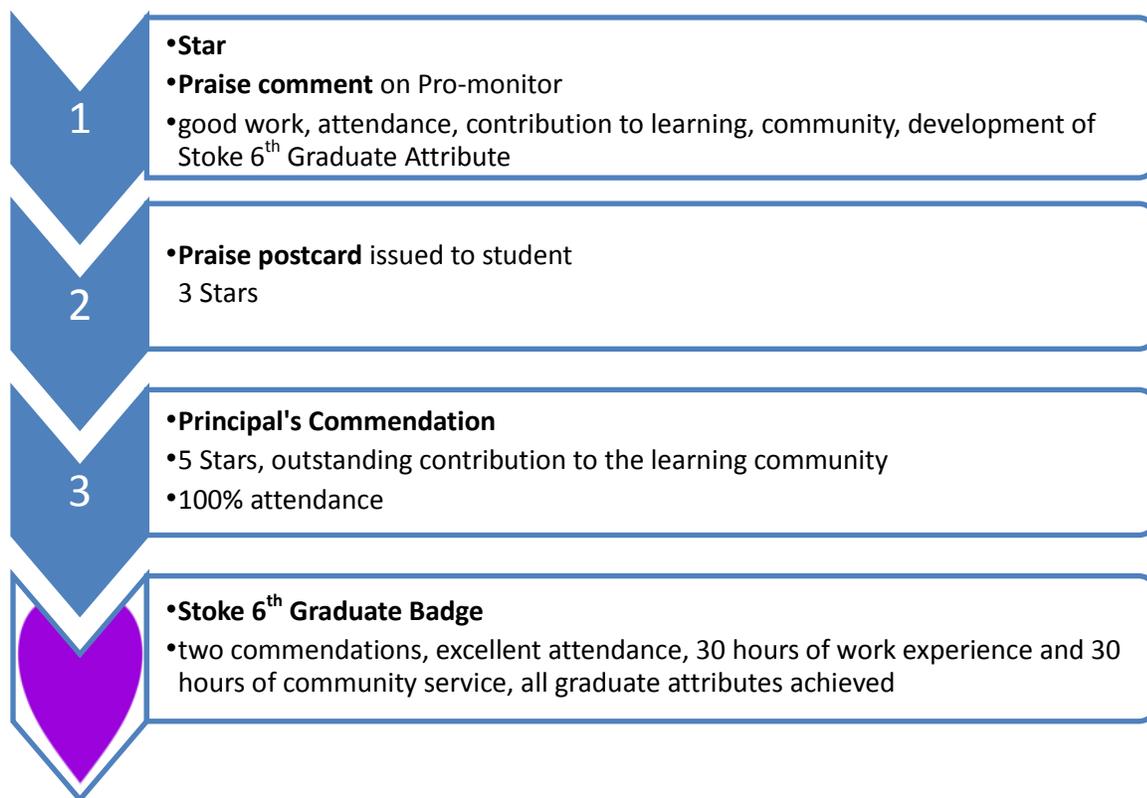
Students will escalate through the stages quickly, and miss out stages if the behaviour causing concern is severe or serious misconduct. Failure to engage with any stage of the process is similarly a disciplinary issue and will cause students to escalate to the next stage up.

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Praise Culture

Education research and our own experience indicates that praise is a very powerful tool to support student’s self-esteem, confidence and progress in their studies. We aspire to create a culture that praises all members of the learning community, valuing all our talents, individuality and life experiences, so that the multiplicity of life adds value to the whole community.

To support this aspiration we have created a hierarchy of praise to sit alongside the disciplinary process.



Commendations will be awarded by the Principal or member of principalship if the principal is not available. Along with the commendation students will receive information about how they can work towards a college ‘Graduate Badge’. The Badge is a substantial award and will require exceptional commitment to achieve.

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In addition each year teachers will nominate a student to receive a subject prize at the annual awards ceremony. Teams and pathways will be supported to hold local celebration events to praise their students as appropriate.

Suspension of students

Students may be suspended from attendance at the college by a senior member of staff, defined as a member of SMT (Principal, Deputy Principal, Assistant Principal, Head of Student Services) and the Student Services Co-ordinator. Suspended students are not permitted to attend any college sites or activities and must not contact college staff or students (unless told otherwise) until a return to college meeting has taken place with a senior member of staff.

Suspension may take place for one or more of the situations defined below, but this is not an exhaustive list;

- Safeguarding or Prevent concern.
- The welfare and safety of a member of the college community, including the student suspended.
- During the investigation of criminal behaviour, safeguarding or prevent concerns, by the college or other appropriate authority.
- Academic misconduct including examination misconduct.
- Behaviour that may bring the college into disrepute.
- Behaviour that breaks the student enrolment agreement or fails to meet the student's commitment to the college.

A suspension may last from one day to the conclusion of the event that has led to the suspension. During the suspension the student will remain on the college roll and the college will endeavour to support the continued progress of the student's learning where practically possible.

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Following suspension the student will attend a return to college meeting with a parent/guardian/carer to discuss the most appropriate next steps. If a parent/guardian/carer does not attend this return to college meeting an appropriate adult, for example the progress coach, will attend to be an advocate and support for the student. Failure to attend the return to college meeting will be taken as a failure to engage with the support provided by the college. A further meeting date will be made offered, failure to attend this will result in removal from college.

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Appendix 1 Student Enrolment Agreement

Welcome to the college

As a member of the Senior Management Team at the college it is a pleasure to welcome you into our learning community. We hope that you will really enjoy your learning here and we will support you to make the maximum progress possible.

To support you in making that progress we are committed to providing;

1. Excellent career guidance to support you in enrolling on the most appropriate programme of study for your career intentions, talents and experience.
2. Well planned and resourced lessons that will stretch all members of the class. Excellent resources are provided to students in a range of formats to support their learning needs and develop the graduate attributes required in further study and employment.
3. Support staff available to guide and support you through your learning and developing your independence and developing your resilience and experiences.

As a student at the college we expect you to take advantage of this support and the opportunity our excellent facilities offer by fulfilling these commitments,

1. Attend and be punctual
2. Be prepared for study, progress and undertake independent study
3. Respect for others, property and self-respect

If you fail to meet these commitments the college has structures in place to support you so that you can be a fully productive member of the learning community.

Signed [Student]

Date:

ID number

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Appendix 2 Student and Parent Information Booklet

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