

# City of Stoke-on-Trent Sixth Form College

**Student and parent  
information  
booklet: Student  
performance  
management**



# Aims

These commitments are to:

Similarly, the College makes commitments to support students:

What if those commitments are not met?

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The aim of the student Performance Management process is to support students to understand and conform to the commitments they make when they join the College, so that they can make appropriate progress in their studies.

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**Student commitment agreement** (ready, respectful and safe):

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

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**College commitment:**

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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 ASPIRE qualities 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.
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When a student breaks any of their commitments the College operates a student performance management process to help them get back on track.

The details of this are on the following pages

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## There are several stages to the Student Performance Management Policy shown in the table below:

<u>Type of intervention:</u>	<u>Who will take action?</u>	<u>What happens?</u>	<u>Possible next steps?</u>
<b>STAGE 1</b> Verbal warning and concern logged on Cedar	Any member of staff	1) Conversation with student directly 2) Conversation is logged on Cedar	If problems reoccur, the student will be referred to next stage.
<b>STAGE 2</b> Commitment Interview	Any member of staff but typically teachers and Progress Coach	1) Conversation with student 2) Parents/ carers will be informed 3) A blue report card will be issued 4) This will be logged on CEDAR 5) This will be reviewed with student at agreed time using teachers' input as guidance	1) <b>Complete:</b> student has improved and no longer an issue 2) <b>Extend:</b> some progress seen at review, but limited. 3) <b>Refer</b> to next stage.
<b>STAGE 3</b> Contract	Lead manager [either MM/ PC or senior manager]	1) Parents/ carers will be contacted and informed 2) Interview conducted with parents/ advocate present 3) A yellow report card will be issued 4) This will be logged on CEDAR 5) This will be reviewed with student at agreed time using teachers' input as guidance 6) Parents will be informed of the outcome of the review	1) <b>Complete:</b> student has improved and no longer an issue 2) <b>Extend:</b> some progress seen at review, but limited. 3) <b>Refer</b> to next stage.
<b>FINAL STAGE</b> Disciplinary Panel	Panel of two senior managers,  Lead Manager - present case	1) Lead manager presents key evidence 2) Panel consider evidence 3) Student/ parents present their evidence 4) Panel consider the evidence 5) The College will inform the parents of the decision of the panel	1) <b>Exclusion</b> 2) <b>Extend –</b> where evidence not sufficient to exclude, an extension may be granted via Senior Managers Contract. 3) <b>Refer:</b> back to Contract
It should be noted that the below extension is not to be assumed, and rather will only function at the discretion of the Disciplinary Panel. This will be issued where there are clear signs of improvement and the student appears to understand the previous targets and breaches of their commitments, as well as being clear in how they are going to keep them in future. If there is limited/no evidence of this, the student may be excluded without this extension.			
<b>Extension to Final Stage</b> Senior Manager's Contract	Senior manager	1) Contact and inform parents 2) Issue student with RED card as appropriate for lessons and tutorial. 3) Review with student after two weeks' minimum 4) Inform parents/advocate of outcome of review.	1) <b>Complete:</b> student has improved and no longer an issue 2) <b>Extend:</b> some progress seen at review, but limited. 3) <b>Exclude –</b> via referral back to disciplinary panel.

## Other important information:

- Students may accelerate through the stages or miss stages out entirely if the nature of the concern is serious or serious misconduct, for example damage to property, violent behaviour or a safeguarding concern. A student may be called directly to Disciplinary Panel.
- An appropriate adult (for example the student's progress coach) will act as the student's advocate if a parent/guardian/carer (registered next of kin) is not available.
- Failure to engage with the policy is a reason to escalate through the stages.
- The College expects all students to attend full time, as this is their place of work. While we expect students to record the reasons for any absence, using the student absence procedure, they are not an excuse for poor attendance.
- Where relevant a Disciplinary Panel will consider whether a student is well enough to study. A possible outcome for 'fitness to study' is that the student is withdrawn but allowed to reapply the following year with evidence that they are now well enough to study.

## Suspension of students

Students may be suspended from attendance at the college by two senior members staff, such as members of SMT or other senior managers. 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. If the student is on a contract this meeting will automatically be a Disciplinary Panel.

Suspension may take place to safeguard the student themselves or other members of the College community where there is a risk of harm. The College will not use suspension as a punishment.

The normal time limit for a suspension is 1-5 working days. However, it may last until the event that led to the suspension is resolved (for example, a serious criminal trial). 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. If lasting longer than 5 days, the reasons for the continuing suspension will be explained to the student and further support offered to the student so that their studies may continue remotely.

Following suspension, the student will either [1] attend a return to college re-integration meeting with a parent/guardian/carer to discuss the most appropriate next steps, [2] withdraw, or [3] be offered the opportunity to attend a Disciplinary Panel. If a parent/guardian/carer does not attend this return to college re-integration 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 offered, failure to attend this will result in removal from college. If the appropriate next step from Suspension is a Disciplinary Panel Meeting this will be held using the standard format described above.

## Fitness to study

The College expects all students to attend full time as this is their place of work. While we expect students to record the reasons for any absence, using the student absence procedure, they are not an excuse for poor attendance.

The College is committed to supporting all students to complete their courses successfully and achieve their potential. However, there are times when physical and/ or mental health issues mean that students are unable to meet the commitments agreed at enrolment. In such cases, staff will support students using the student performance management process detailed above. At each stage, staff will communicate clearly with parents and students the ways in which the student's physical or mental health is impacting on their progress and the support that has been offered to help them stay in College. There may be situations where the College has made reasonable adjustments and appropriate support, but the student is still unable to meet the commitments agreed at enrolment. If stages 1-3 of the student performance management policy have not been successful in helping the student make progress, a 'fitness to study' panel will be called where the Lead Manager will explain how Fitness to Study is impacting on the student's progress and attendance. There will be an opportunity for a discussion with the student and the family on the student's fitness to study and the most appropriate options available. The outcomes of this panel may range from continuing on their programme of study whilst meeting their enrolment commitments, to withdrawal from College.