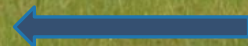
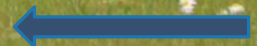


City of Stoke-on-Trent Sixth Form College

Student and parent information booklet: Student performance management



On CEDAR you can see your son/ daughter's attendance, progress details and staff comments. To access, scan this code, scroll to 'what is CEDAR' and follow the instructions



Follow this link to see a short video on our College's approach to attendance

Aims

Our college is a safe, supportive environment and we are proud to say student behaviour is of a very high standard, and attendance is high. However, our Student Performance Management process helps support students to understand and meet the commitments they make when they join the College, and then make progress in their studies.

These commitments are to:

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1. Attend and be punctual
 2. Be prepared for study, make progress and undertake independent study
 3. Show respect for others, property and self-respect
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The College commitment to students:

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1. We'll support you to enrol on the most appropriate programme of study for your career intentions, talents and experience.
 2. Lessons will be well planned and resourced and stretch all members of the class to achieve their best and develop the ASPIRE principles required for further study and employment.
 3. Support staff will be available to guide and support you through your college journey
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What if you don't meet those commitments?

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

What if you are too ill to attend lessons?

The College expects students to attend all timetabled sessions. If the College has made reasonable adjustments and offered appropriate support, but due to physical and/ or mental health issues, the student is still unable to meet the commitments above staff will support students using processes detailed below.

There are several stages to our Student Performance Management process:



ACHIEVE • SKILLS • PARTICIPATE • INDEPENDENCE
RESPECT • ENDEAVOUR

STAGE 1 LEARNING CONVERSATION

WHO?
Any member of staff

ACTIONS:
- Conversation with student
- Log on CEDAR

OUTCOMES

- Complete
- Escalate

OUTCOMES

- Complete
- Extend
- Escalate

WHO?
Any member of staff, particularly teachers and progress coaches

ACTIONS:
- Conversation with student
- Inform parents/carers
- Issue blue report card
- Log on CEDAR
- Review report card with student

STAGE 2 COMMITMENT

WHO?
Lead Manager (either MM/ PC or Senior Manager)

ACTIONS:
- Inform parents/ carers
- Issue yellow contract card
- Log on CEDAR
- Review report card
- Inform parents of the outcome of the review

OUTCOMES

- Complete
- Extend
- Escalate

STAGE 3 CONTRACT

WHO?
Panel of two senior managers, lead manager

ACTIONS:
- Lead manager presents key evidence
- Panel consider evidence
- Student/ parents present their evidence
- Panel consider the evidence

STAGE 4 DISCIPLINARY PANEL

OUTCOMES

- Complete
- Refer back to earlier stage
- Senior Managers Contract
- Permanent Exclusion

*Students may accelerate through the stages or miss stages out entirely if the nature of the concern is serious or involves serious misconduct. A student may be called directly to Disciplinary Panel.

Attendance= success

We expect full attendance in all lessons, Personal Progress and Development (PPD) sessions and ASPIRE+ activities; research shows that attendance is key to a young person achieving their full potential. In fact, a student with full attendance will achieve two grades better than a student who misses a day a week, is more likely to achieve high grades, and more likely to complete their course.

We are a full-time College, **and we do not** allow students to work from home. Our staff are experts in their subjects and provide amazing support to the young people in their classes.

Fitness to study

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 times when the College has made reasonable adjustments and provided appropriate support, but the student is still unable to meet the commitments agreed at enrolment. In these cases, a 'fitness to study' panel will be called to discuss how illness 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. Where relevant a 'fitness to study' panel will consider whether a student is well enough to study. One possible outcome is that the student is withdrawn but allowed to reapply the following year with evidence that they are now well enough to return.

Suspension of students

Occasionally, students may be suspended from attendance at the college 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.

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.

Following suspension, the College will arrange either [1] a return to college re-integration meeting with a parent/guardian/carer to discuss the most appropriate next steps, [2] a disciplinary panel or, the student may choose to withdraw from college.

Other important information:

- The College does NOT allow distance learning/ learning from home under any circumstances; we expect all students to attend full time, as this is their place of work. While we expect students to record the reasons for any absence, we only sanction absence if a student is taking part in a College based activity
- We will make every effort to engage parents, however it is your responsibility to ensure we have up to date contact details.
- Failure to engage with support is a reason to escalate a student through the stages of student performance management.
- If a parent/guardian/carer is not available to attend a disciplinary/ fitness to study panel, an appropriate adult (for example the student's progress coach) will act as the student's advocate
- Our full student performance management policy is available via our website.

Helping you keep track of your young person's attendance

You can see your son/ daughter's attendance, progress, staff comments and current timetable on CEDAR.

Once your young person has enrolled at the College, you will be sent details on how to log in, so it is important we have the correct email address for you. If you are having difficulty logging in, please email cedar@stokesfc.ac.uk in the first instance. Please contact the College if you have not received the log in details by the end of September.