

POLICY STATEMENT

Policy	Tutorial and Careers Advice Policy
College Department	Teaching
Date Written	20 th April 2017
Written by	A Cabezas Hayes (Reviewed by J Blake, 13 th April 2018)
Approved by	G Sutton
Date of Approval	24th April 2017
Next major review date	April 2019
Location and disseminations	A copy of the policy can be found, in the college admin office and on the college website.
The context of the policy and its relationship to other policies	This policy should be considered in conjunction with other written policies on behaviour, health and safety, medicines, college visits, child protection and safeguarding.

St George's is committed to enabling all students to be successful in their learning and achieve beyond their expectations.

Tutorial support is an essential element in taking a holistic view of the student to ensure academic progress and welfare. The purpose of this policy is to ensure that all students – regardless of age, disability, gender reassignment, race, religion or belief, sex or perceived sexual orientation – receive the individual pastoral and academic support required to enable them to achieve their learning goals.

Implementation

Every student studying at St George's will be scheduled tutorials with the Director Of Studies and Principal, who will monitoring and reflect on their progress in learning. This will include the monitoring of attendance, performance and progress through the setting and reviewing of challenging targets.

St George's students will receive individual, one on one, tutorial guidance and support with their tutorial leader. Individual tutorials will incorporate learning conversations around the monitoring of academic progress, goals and the identification of any support needs.

They will signpost students to pastoral support services across college to enable them to access support to ensure academic progress and achievement.

All teachers will be fully informed of the academic and pastoral support available to students and will be responsible for monitoring the impact of these on the student's progress and well-being.

All teachers will be fully informed of the extra-curricular activities and opportunities available to students and will be responsible for signposting students towards enrichment activities.

Challenging targets will be set and monitored by curriculum staff within the timetabled course sessions.

SMART targets will be set at each individual tutorial to ensure students are working towards their target grade and these targets will be reviewed at subsequent individual tutorials.

Individual academic progress will be monitored by the curriculum staff and any support needs identified will be actioned by referrals to the DOS.

The individual tutorials will help the student to:

- Recognise their skills, strengths and personal qualities
- Identify, set and review challenging academic and personal targets. These will be based on the student's qualifications on entry, grades from assessments, behavioural and attendance performance. An action plan to achieve the targets will become the student's Individual Learning Plan.
- Participate fully in their chosen course and college life generally
- Identify any barriers they may face that prevent them from succeeding and progressing
- Become confident in their chosen progression route and have access to the range of activities designed to allow them to make informed decisions about their next step.

Any Safeguarding issues that are raised during an individual tutorial will be dealt with via the College's Safeguarding procedure