

Welcome to Parent Tutor Evening 2020

Personal Tutor

In most circumstances, the tutor will be your first point of contact with the College



The Role of the Tutor

- Establish a good relationship with all tutees (and parents) and act as an advocate for them.
- Deliver the Professional Development Programme (PDP) in the weekly tutorial session.
- Monitor attendance/punctuality/progress and guide tutees about the progression options open to them.
- Oversee the welfare of each tutee and refer them to specialist College student services as appropriate.
- Write UCAS/employment reference.



The Role of the Tutor Team Leader (TTL)

The role is similar to a 'Head of Year' at Secondary School

- Overview the study programme of each student and deal with any course changes.
- Monitor attendance, punctuality and academic progress across a number of tutor groups.
- Oversee the Cause for Concern procedures, liaise with parents and issue warning plans if required.
- Co-ordinate referrals to Study Support, Counselling and College Nurses.

The Personal Development Programme (PDP)

Autumn Term 2020 includes:

- ‘Learning to Learn’ sessions to help students transition to a College environment and acquire the study skills required for A-level and BTEC.
- Introduction to the Student Union and Safeguarding.
- Progress review with 1-to-1 time with tutor.
- A charity event.



Attendance and reporting absences

Student absence must be reported by ringing reception or via absences@esher.ac.uk

Subject teachers will contact students and parents/guardians if attendance concerns materialise.

In the weekly PDP session, I will speak with any tutee who has any unauthorised absences.

Each Progress Review window will provide a summary of student attendance for each subject.

Progress Review

Each Progress Review (PR) is an opportunity for students and teachers to evaluate progress, identify support and set targets.

In the 6.1 year, Progress Review reports will be emailed directly to parents and will inform you about:

- Current grades or progress
- Level of effort
- Attendance
- UCAS Grade



Progress Review

PR1

- **When:** November 2020
- **Activity:** Tutor Review & Progress Review Evenings

PR2

- **When:** February 2021
- **Activity:** Subject Review & Invitation Only Progress Review Evening

PR3

- **When:** June 2021
- **Activity:** Tutor Review & Progression Exam Clinic

Progress Review – Minimum Grade

A **Minimum Grade** shows what students with similar GCSE results to your daughter or son has achieved as their final grades, on average, in previous years.

It is important to note that this is **just an average** and in many cases with hard work, students achieve grades higher than their Minimum Grades.

Students will always be encouraged to **exceed** the minimum grade.

Progress Review - Current Progress

The **Progress Review 1** report in November 2020 will report on a student's 'Current Progress' which indicates how well a student is progressing in working towards their Minimum Grade. The definitions will be as follows:

- **Below** = making below expected academic progress in working towards their Minimum Grade
- **At** = making expected academic progress in working towards their Minimum Grade
- **Above** = making better than expected academic progress in working towards their Minimum Grade

Progress Review - Current Grade

A **Current Grade** is the grade a student is **currently working** at on their A level, GCSE or BTEC subject.

For **Progress Review 2** in February 2021 the Current Grade judgement should be based on the most relevant, **recent assessment(s)** completed on the course so far together with the **professional opinion** of the subject teacher(s).

For **Progress Review 3** in June 2021 the overall Progression Exam grade achieved in each individual subject will be published as the Current Grade.

Our Student Services

Health & Wellbeing

- College Counsellors
- Peer Supporters
- College Nurses



Welfare

- Student Welfare Team
- Student Finances
- Student Union
- Services Hub



Academic Support

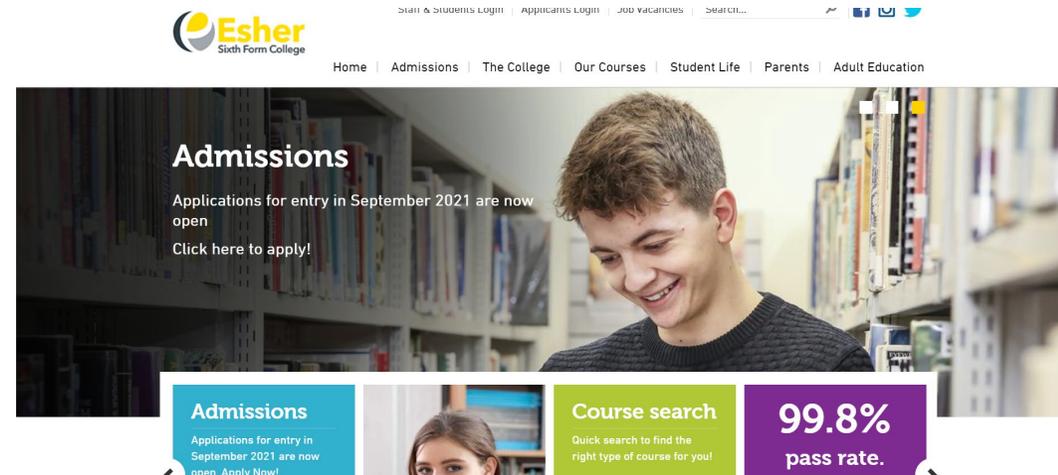
- Learning Resource Centres
- Study Centre
- Progression Guidance



College Website

Via the [College website](#), under the **Parents tab**, you can find information about:

- Reporting Absence Guidance
- Important Dates for your Diary
- COVID 19 Charter & Services Support
- Progress Review Information
- Progression and UCAS Grade Policies
- Learning Resources Centre Information
- Information about College Events (Higher Education Day/Evening, Employment Seekers Evening and other events).



You can also read our main policies and procedures under **The College tab**.