

Welcome to Parent Tutor Evening 2021

Personal Tutor

In most circumstances, I 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 Personal 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 Learning Support, Counselling and College Nurses.

The Personal Development Programme (PDP)



Autumn Term 2021 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, Safeguarding and E&D issues
- 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
- If your student absence is related to COVID-19 please follow the procedure outlined within the COVID-19 Charter ([click here](#)).
- 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.
- Progress Review reports will be **emailed home** and show:
 - **Current Grades or Progress**
 - **Estimated Grade (6.2 only)**
 - **Level of effort**
 - **Attendance**
 - **UCAS Grade** (available from 6.1 PR3)

6.1 Progress Review Activity

PR1

- **When:** November 2021
- **Activity:** Tutor Review & Progress Evenings

PR2

- **When:** February & March 2022
- **Activity:** Subject Reviews & Invitation Only Progress Evening

PR3

- **When:** June & July 2022
- **Activity:** Tutor Review & Subject Reviews

Progress Review Evening Dates can be accessed via the College Website - [LINK](#)

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 can achieve grades higher than their Minimum Grades.
- Students will always be encouraged to **exceed** the minimum grade.

Effort Grade

- This grade is decided on by the teacher.
- The possible grades that can be entered are as follows:

- 1 Outstanding**
- 2 Good**
- 3 Requires improvement**
- 4 Inadequate**

- Where there is a subject concern, the teacher will tick **'invite'** on the report, and contact a parent/carer to book an appointment for the Progress Evening.

6.1 Progress Review - Current Progress

- The **6.1 Progress Review 1** report in November 2021 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

6.1 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 **6.1 Progress Review 2** the Current Grade judgement should be based on the most **relevant and recent assessment(s)** completed on the course so far together with the **professional opinion** of the subject teacher(s).
- For **6.1 Progress Review 3** the Current Grade judgement is the **Progression Exam/Assessment grade** achieved in each individual A level and BTEC subject. BTEC subjects certifying at the end of the 6.1 year will not provide a grade and will instead publish a result on August results day.

Progress Review Parent/Carer Information



- This PowerPoint and further updates about Progress Review can be accessed on the College website via **Parents>Overview>Progress Review**, or click [here](#).
- A **Progress Review Overview** is published prior to each report providing parents/carers with guidance about the report and other related activity.
- The 'Parents' area of the College website also provides information about **progression, UCAS Grades** and other guidance.

Our Student Services

Health & Wellbeing

- College Counsellors
- Peer Supporters
- College Nurse



Welfare

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



Academic Support

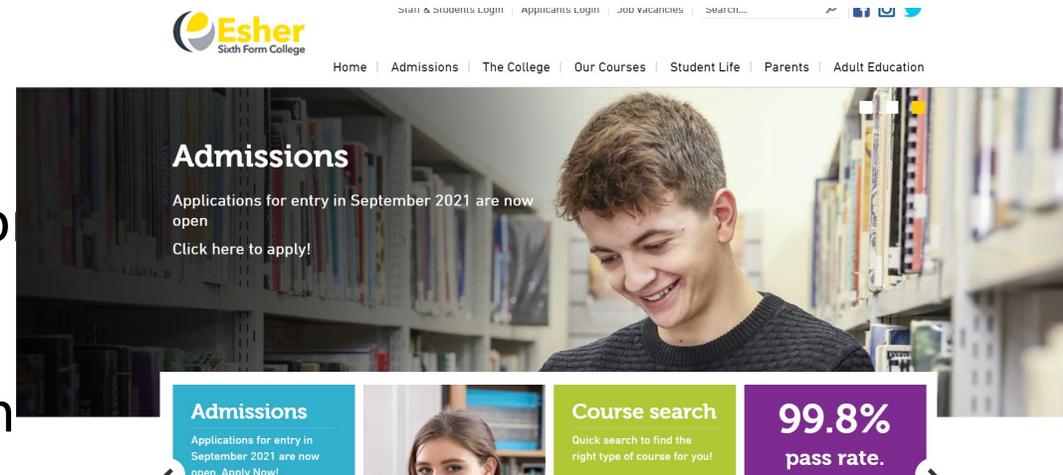
- Learning Resource Centres
- Study Centre
- Progression Guidance



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 Progress Review Info
- 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**.