

PROGRESS REVIEW 1 OVERVIEW

- Students and parents will receive the Progress Review 1 report on the 10th November and further information about the report, will be provided within this communication.
- For 6.1 Students the Progress Review 1 A level, AS, GCSE and BTEC grade scales are based on Current Progress. The three options indicate how well a student is progressing academically in working towards their Minimum Grade. The definitions are as follows;
 - Below = making below expected academic progress in working towards your Minimum Grade.
 - At = making expected academic progress in working towards your Minimum Grade.
 - Above = making better than expected academic progress in working towards your Minimum Grade.
 - A Minimum Grade shows what students with similar GCSE results have 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 achieved grades higher than their Minimum Grades.
- For 6.2 students, the Current Grade judgement should be based on; prior attainment, the most relevant and recent assessment(s) completed on the course so far, together with the professional opinion of the subject teacher(s). It is the department's responsibility to decide what evidence is the most appropriate in informing this process and all teachers within a subject area must adopt a consistent approach.
- For 6.2 students the Estimated Grade must indicate what the teacher estimates the student could be able to achieve by the end of an A level, AS, GCSE or BTEC course. An important factor in this decision is the expectation that a student's performance is likely to improve over their remaining time left on the course.

PROGRESS REVIEW 1 TUTOR REVIEW

1. Overall aim

- The intent of the Progress Review 1 Tutor Review is for every student to have an appointment with their tutor to discuss their current progress and identify priorities.

2. Timings

- Tutor reviews between tutors and their tutees will take place in tutor periods across November and December on a weekly basis once the News & Announcements and PDP has been delivered to the whole group.

3. Progress Review - Self Reviews

Prior to meeting with their tutor, tutees will be expected to complete a Self-Review about their overall study programme. Students will need to:

1. Enter their profile on their database.
2. Click on 'Progress', followed by 'Progress Review'

3. Under Progress Review Log click 'add new'
4. Select under the options 'Self-Review' and 'Tutorial'.
5. Answer the following questions:
 - STOP - What are you going to stop doing that is not working?
 - START - What should you put in place to improve your final outcomes?
 - CONTINUE - What is working well for you and should be continued?

PROGRESS REVIEW 1 EVENINGS

1. Overall aims

- The intent of the Progress Review 1 Evenings is for teachers to discuss with parents/carers their son or daughters current progress, priorities and opportunities to support best final outcomes.
- Appointments are offered to all 6.1 students subject to availability.
- Appointments with 6.2 students are by invitation only. Subject teachers will indicate on the Progress Review report as to whether there is a need to arrange an appointment with a Parent/Carer.

2. Timings and General Organisation

A) Overview

- Progress Review Evenings are Thursday 18th November (surnames A-K) and Tuesday 23rd November (L-Z).
- Appointments are with subject teachers and are between 5.00 and 8.30pm.
- Progress Review 1 Evening appointments can be held in-College or via Microsoft Teams. This the choice of parent/carer.
- All Progress Review Evening appointments are a maximum of 10 minutes long. Teachers, students/parents/carers must ensure that they are available at the appointment time.
- Progress Review Evening appointments can only be held on the designated evening and teachers may not have the capacity to make alternative arrangements if an appointment is missed by a parent/carer.

B) Booking Progress Review Evening Appointments

- Where we wish to continue to encourage students to take ownership of their learning and further build their independence, students will be encouraged to make Progress Review Evening appointment bookings at the earliest opportunity on their parent/carer's behalf with the required subject teachers.
- When booking an appointment with a teacher, students will need to indicate whether they wish for the meeting to take place in-College or via Microsoft Teams.
- If required, parents/carers can identify Heads of Department from the College Website (Our Courses tab) who will be able to provide support with making appointments.
- If parents/carers have concerns about a student's ability to host a Microsoft Teams appointment, teachers can use Outlook/Teams Calendar to book an appointment with the Parent/Carer who is the Primary Contact.

C) If attending Progress Review Evening Appointments via Microsoft Teams

- Where possible remote appointments should be held via Microsoft Teams.
- For Microsoft Teams we would encourage video to be switched 'on' for all appointments.
- Microsoft Teams appointments will be hosted via Teams Chat. The teacher will call the student via Teams Chat and the student will then share their screen together with the parent/carer. It is essential that students have their Teams account open and are with their parent/carer at the time of the call.
- If neither the student nor parent/carer can access Teams, a phone call should be made.
- Teams or phone calls will not be recorded.