

# **Welcome to Parent-Tutor Evening 2022**

# Personal Tutor

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



# The Role of the Tutor

- To establish a good relationship with all tutees (and parents) and act as an advocate for them.
- To 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.
- To write UCAS/employment reference.



# The Role of the Tutor Team Leader (TTL)

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

- To 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 concern plans if required.
- To co-ordinate referrals to Learning Support, Counselling and College Nurses.

# The Personal Development Programme (PDP)

## Autumn Term 2022 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.

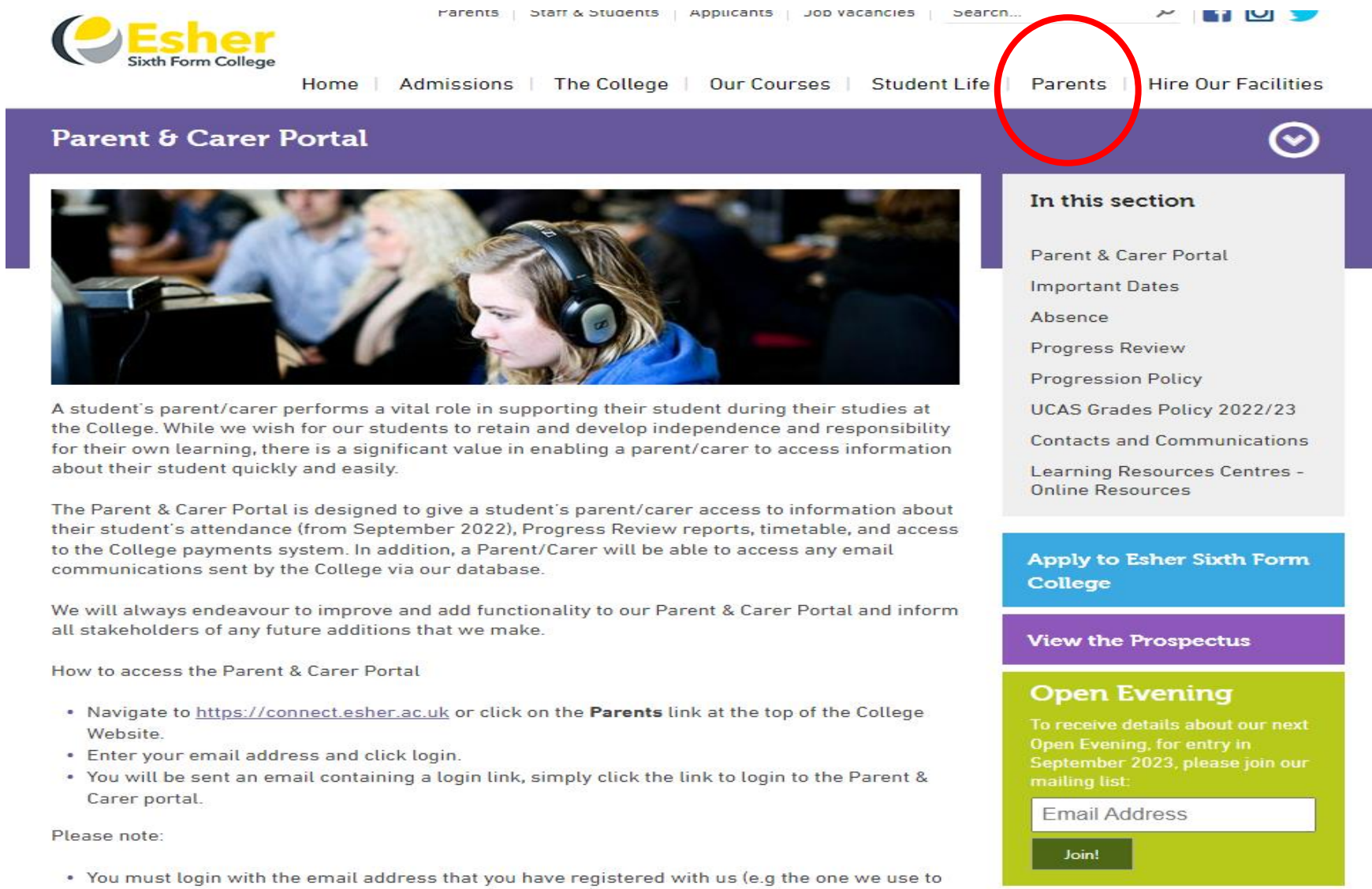




# Attendance and reporting absences

- Student absence must be reported by ringing reception or via [absences@esher.ac.uk](mailto:absences@esher.ac.uk)
- Only a parent named on the database can authorise absences from the email address we hold for them.
- Subject teachers will contact students and parents/guardians if attendance concerns materialise.
- In the weekly PDP session, the tutor will speak with any tutee who has any unauthorised absences.
- Each Progress Review window will provide a summary of student attendance for each subject.


# The parent portal



Parents | Staff & Students | Applicants | Job vacancies | Search...

Home | Admissions | The College | Our Courses | Student Life | **Parents** | Hire Our Facilities

## Parent & Carer Portal



A student's parent/carer performs a vital role in supporting their student during their studies at the College. While we wish for our students to retain and develop independence and responsibility for their own learning, there is a significant value in enabling a parent/carer to access information about their student quickly and easily.

The Parent & Carer Portal is designed to give a student's parent/carer access to information about their student's attendance (from September 2022), Progress Review reports, timetable, and access to the College payments system. In addition, a Parent/Carer will be able to access any email communications sent by the College via our database.

We will always endeavour to improve and add functionality to our Parent & Carer Portal and inform all stakeholders of any future additions that we make.

### How to access the Parent & Carer Portal

- Navigate to <https://connect.esher.ac.uk> or click on the **Parents** link at the top of the College Website.
- Enter your email address and click login.
- You will be sent an email containing a login link, simply click the link to login to the Parent & Carer portal.

Please note:

- You must login with the email address that you have registered with us (e.g the one we use to

### In this section

- Parent & Carer Portal
- Important Dates
- Absence
- Progress Review
- Progression Policy
- UCAS Grades Policy 2022/23
- Contacts and Communications
- Learning Resources Centres - Online Resources

### Apply to Esher Sixth Form College

### View the Prospectus

### Open Evening

To receive details about our next Open Evening, for entry in September 2023, please join our mailing list:

Email Address

Join!

# The parent portal

## Timetable

	Period 1 08:55 - 10:00	Period 2 10:20 - 11:30	Period 3 11:35 - 12:40	Period 4 12:45 - 13:50	Period 5 13:50 - 14:55	Period 6 15:10 - 16:15
Monday	Private Study	Private Study	Private Study	Private Study	Private Study	Private Study
Tuesday	Private Study	Private Study	Private Study	Private Study	Private Study	Private Study
Wednesday	Private Study	Private Study	Private Study	Private Study	Private Study	Private Study
Thursday	Private Study	Private Study	Private Study	Tutorial Jonathan Poole	Private Study	Private Study
Friday	Private Study	Private Study	Private Study	Private Study	Private Study	Private Study



# 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 **published on the parent portal** and show:
  - **Current Progress or Grade**
  - **Approach to Learning**
  - **Attendance**
  - **UCAS Grade (23<sup>rd</sup> June 2023)**

# 6.1 Progress Review Activity

**PR1**

- **When:** November 2022
- **Activity:** Tutor Review of student progress

**PR2**

- **When:** February & March 2023
- **Activity:** Subject Reviews & Progress Evening

**PR3**

- **When:** May & June 2023
- **Activity:** Action Plans – UCAS Grade (23<sup>rd</sup> June)

*6.1 Formal Examinations take place from  
**Monday 24<sup>th</sup> April to Friday 28<sup>th</sup> April 2023***

# Progress Review – Minimum Grade

- A **Minimum Grade** shows what students with similar GCSE results to your student 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.

# Approach to Learning

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

Expectations should include:

**Excellent**

**Good**

**Inconsistent**

**Poor**

- Meeting deadlines (homework, formal coursework deadlines and completion of mocks)
- Focus, behaviour and contribution in class and on visits / out-of-class activities
- Effort shown in homework, formal coursework and mock exams

# 6.1 Progress Review - Current Progress

- The **6.1 Progress Review 1** report in November 2022 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 & 3** the Current Grade judgement will 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).

# Our Student Services

## Health & Wellbeing

- College Counsellors
- College Nurse
- Online Anxiety Management Course
- Peer Mentors



## Welfare

- Student Welfare Team
- Student Bursaries
- Student Union
- Services Hub



## Academic Support

- Learning Resource Centres
- (New) Study Centre
- Progression Guidance



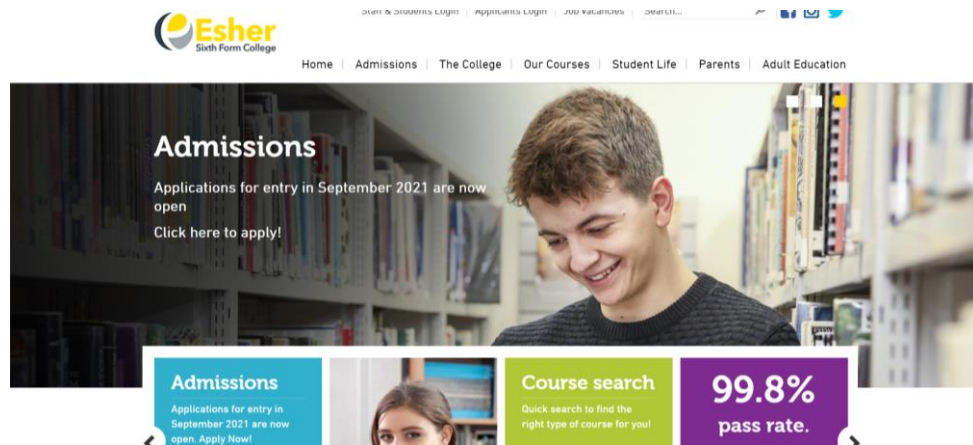
# 6.1 Progression Guidance (Careers)

- **November 2022:** Launch of Unifrog (our destinations platform)
- **Early Feb 2023:** Expression of Oxbridge interest
- **14<sup>th</sup> March:** Higher Education Evening (for parents)
- **21<sup>st</sup> March:** Higher Education Day (for students)
- **18<sup>th</sup> April:** Apprenticeships and Employment Information Evening
- **4<sup>th</sup> May:** 'Next Steps' Employers' Fair; Parents' HE talks series (online)
- **7<sup>th</sup>-9<sup>th</sup> June:** 3 days off timetable to complete work experience or internship
- **27<sup>th</sup> June:** After Esher Day - Starting HE or Apprenticeship applications

# College Website

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

- Parent & Carer Portal
- Reporting Absence Guidance
- 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**.

**Any questions?**