

Welcome to Parent-Tutor Evening 2023

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 through 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 have oversight of the study programme of each student.
- 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.
- May also co-ordinate referrals to Learning Support, Counselling and College Nurse.

The Personal Development Programme (PDP)



Autumn Term 2023 includes:

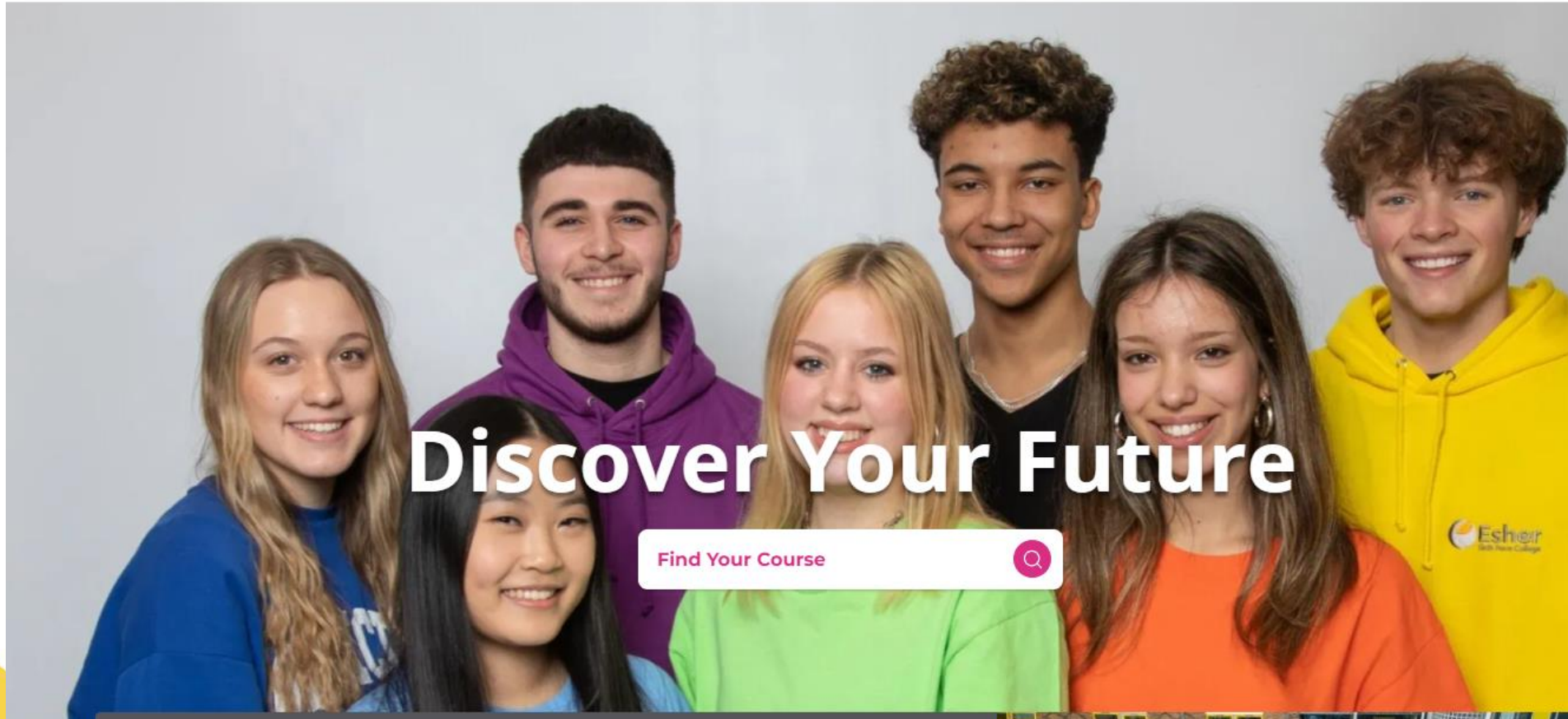
- 'Learning to Learn' sessions to help students transition to a College environment and acquire the study skills required for A-level and BTEC.
- Introduction to the Student Union, Safeguarding and E&D issues
- Progress review with 1-to-1 time with tutor.
- A charity event.



Attendance and reporting absences

- Student absence must be reported by ringing reception or via absences@esher.ac.uk
- Only a parent/carer named on the database can authorise absences from the email address we hold for them.
- If any of your contact information changes, please update us by emailing mishelpdesk@esher.ac.uk
- Subject teachers or the tutor will contact students and parents/carers if attendance concerns materialise.
- If a student's attendance is below 90% and they have more than 2 unauthorised absences in a given week, this will trigger an automated attendance alert to be sent home
- In the weekly PDP session, I will speak with any tutee who has any unauthorised absences.

The parent/carer portal



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**
 - **UCAS Grade (26th June 2024)**

6.1 Progress Review Activity

PR1

- **When:** November 2023
- **Activity:** Tutor Review of student progress & Parents' Evenings

PR2

- **When:** February & March 2024
- **Activity:** Parents' Evenings

PR3

- **When:** May & June 2024
- **Activity:** Subject teacher one to ones, Action Plans – UCAS Grade (26th June)

*6.1 Formal Examinations take place from
Monday 22nd April to Friday 26th April 2024*

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 2023 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 Centre(s)
- Study Centre
- Progression Guidance



6.1 Progression Guidance (Careers) events



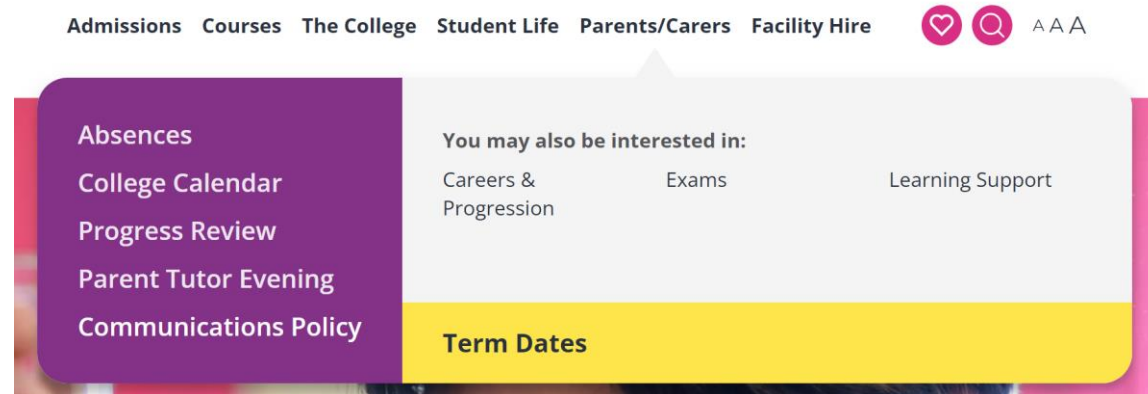
- **November 2023:** Launch of Unifrog (our destinations platform)
- **Early Feb 2023:** Expression of Oxbridge and Medics/Vets/Dentists interest
- **14th March 2024:** Higher Education Evening (for parents)
- **21st March 2024:** Higher Education Day (for students)
- **18th April 2024:** Apprenticeships and Employment Information Evening
- **2nd May 2024:** 'Next Steps' Employers' Fair; Parents' HE talks series (online)
- **5th -7th June 2024:** 3 days off timetable to complete work experience or internship
- **20th June 2024:** After Esher Day - Starting HE or Apprenticeship applications

Students can also access a careers interview at any point in the year

College Website

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

- Parent & Carer Portal
- Reporting Absence Guidance
- College Calendar
- UCAS Grade Policy
- 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**.