

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:

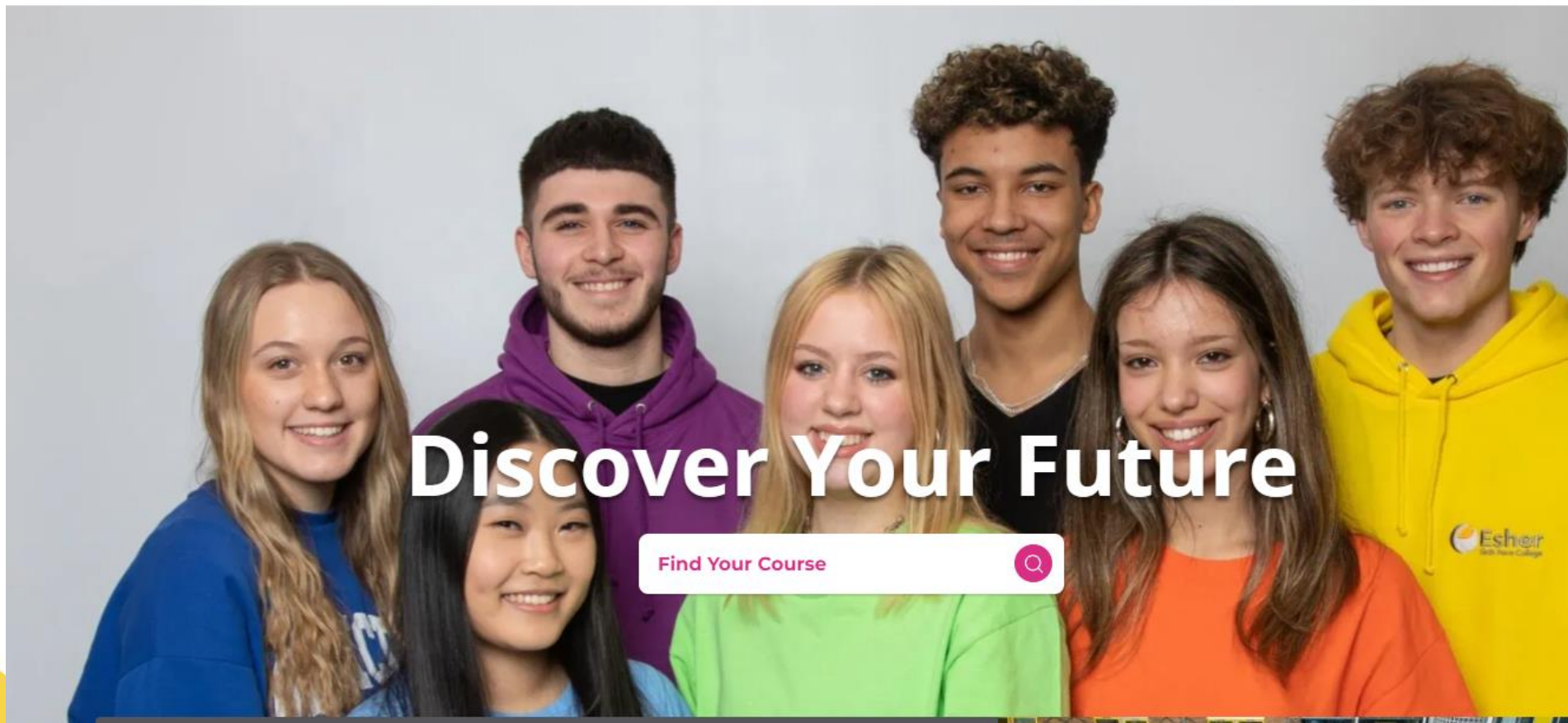
- 'Learning to Learn' sessions to help students transition to a College environment and acquire the study skills required for A-level and BTEC.
- Introduction to the Student Union, Safeguarding and E&D issues
- Progress review with 1-to-1 time with tutor.
- A charity event.



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



The parent & carer 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

The parent portal

Attendance

Summary

Course	Possible	Present	Authorised	UnAuthorised	Punctuality
Geography	2	0 / 0%	2 / 100%	0 / 0%	100%
Tutorial	2	1 / 50%	0 / 0%	1 / 50%	100%
Computer Science	2	0 / 0%	0 / 0%	2 / 100%	100%
Total	6	1 / 17%	2 / 33%	3 / 50%	100%

Details

	Monday						Tuesday						Wednesday						Thursday						Friday					
	1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6
Week 1							A	A		/												O								O
Induction																O														

Key

Mark	Description
/	Present
A	Authorised Absence
O	Unauthorised Absence

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

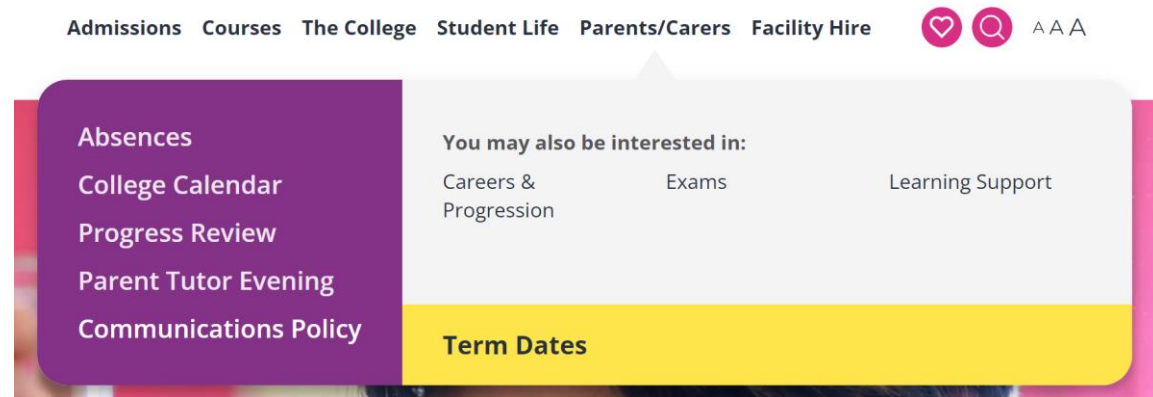
- **November 2023:** Launch of Unifrog (our destinations platform)
- **Early Feb 2023:** Expression of Oxbridge and Medics/Vets/Dentists interest
- **14th March 2024:** Higher Education Evening (for parents)
- **21st March 2024:** Higher Education Day (for students)
- **18th April 2024:** Apprenticeships 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**.