

Welcome to Parent-Tutor Evening 2025



The Role of the Tutor

- To establish a good relationship with all tutees (and parents) and act as an advocate for the tutee.
- 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 tutor groups.
- Oversee the Cause for Concern procedures, liaise with parents and issue concern plans as required.
- Co-ordinate referrals to internal/external counselling services.

The Personal Development Programme (PDP)

Autumn Term 2025 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 EDI issues
- Progress review with 1-to-1 time with tutor.
- A charity event.



Attendance and reporting absences

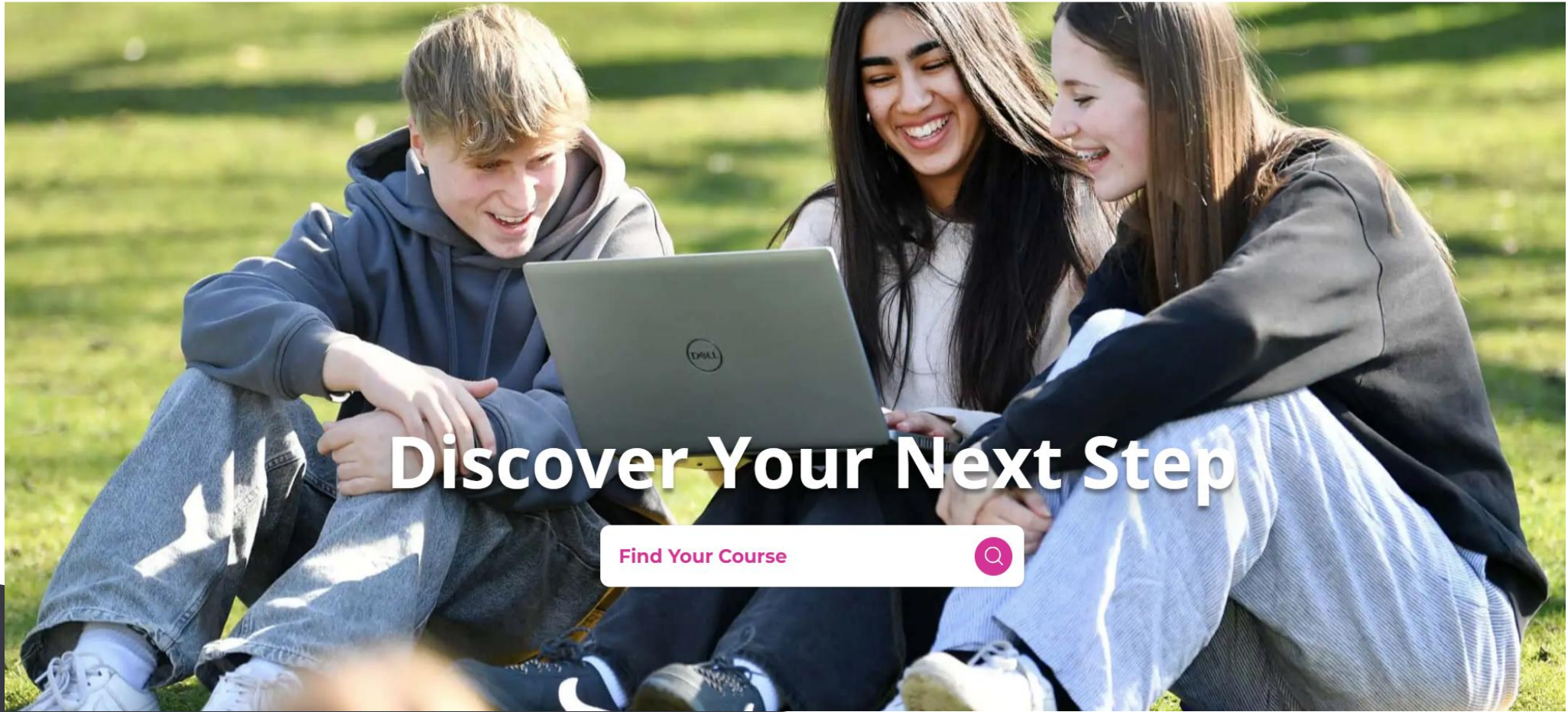
- **Excellent attendance correlates with good results.** We rely on you as parents and carers to support us in emphasising the importance of attendance to all timetabled lessons.
- **Authorising an absence:** You can use **the Parent Portal** (see next slide). Alternatively, you may **ring reception** or **email absences@esher.ac.uk**. Only a parent/carer named on the database can authorise absences.
- **Keeping you informed:** Automated attendance monitoring emails and text messages are sent to parents/carers if students miss lessons.
- **Your details:** If any of your contact information changes, please update the College by emailing mishelpdesk@esher.ac.uk directly.

The parent/carer portal – no password required

1 info@esher.ac.uk f i y Home Applicant Portal Student Portal Staff Portal **Parent & Carer Portal** Job Vacancies Contact



Admissions Courses The College Student Life Parents/Carers Facility Hire



Discover Your Next Step

Find Your Course



The parent & carer portal

 Timetable Attendance Authorise Absences Progress Review Parent Evening Message Log Shopping Basket Account ▼						
Timetable						
	Period 1 08:55 - 10:00	Period 2 10:20 - 11:25	Period 3 11:30 - 12:35	Period 4 12:40 - 13:45	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	Private Study	Private Study	Spanish Speaking Exam Practice Zeberdy Zug
Friday	Private Study	Private Study	Private Study	Private Study	Private Study	Private Study

The parent & carer portal

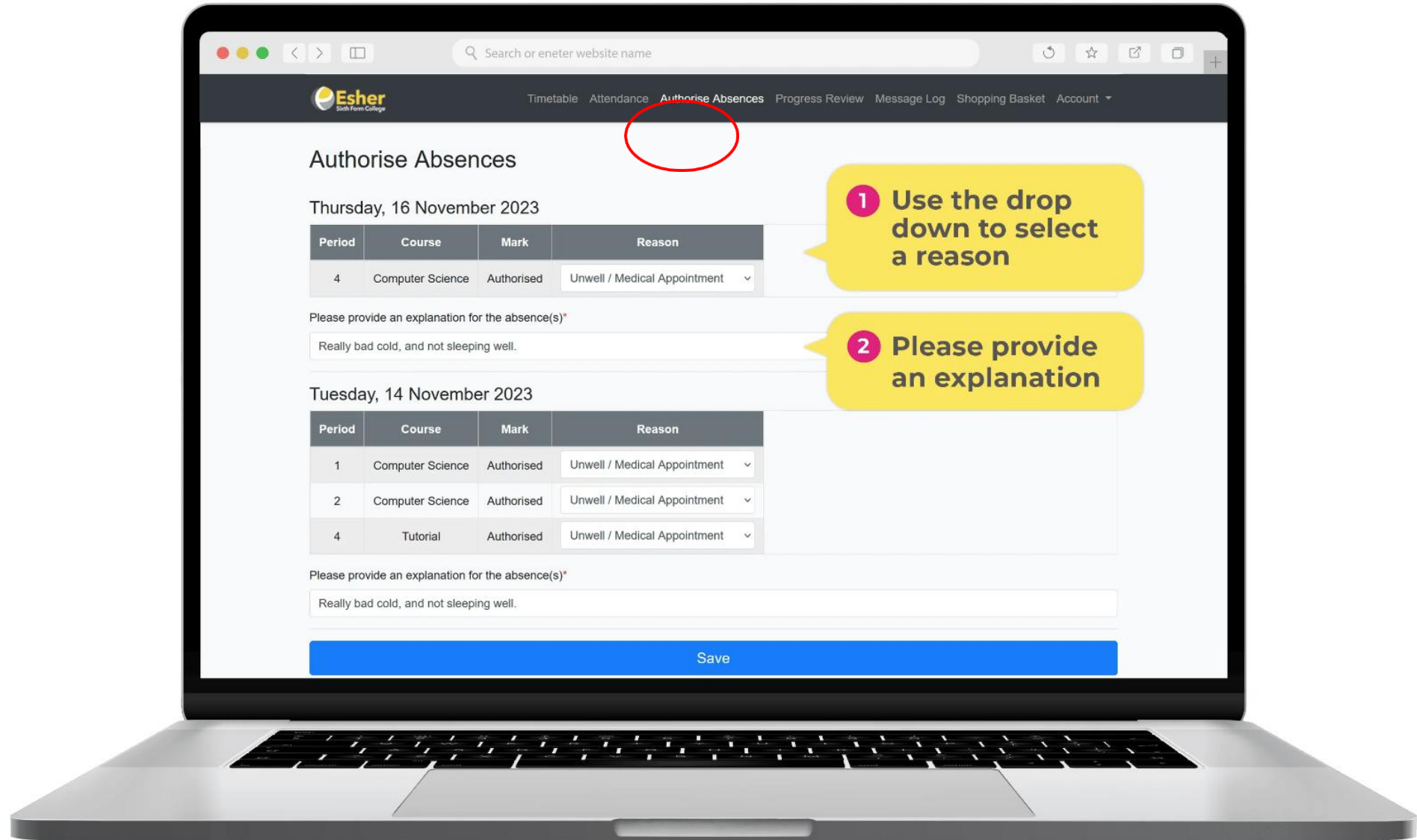
Summary

Course	Possible	Present	Authorised	UnAuthorised	Punctuality
Economics	9	8 / 89%	1 / 11%	0 / 0%	100%
French	9	9 / 100%	0 / 0%	0 / 0%	100%
Mathematics	8	8 / 100%	0 / 0%	0 / 0%	100%
French Workshop	2	2 / 100%	0 / 0%	0 / 0%	100%
Supervised Academic Learning	2	2 / 100%	0 / 0%	0 / 0%	100%
French Speaking Exam Practice	1	1 / 100%	0 / 0%	0 / 0%	100%
Tutorial	3	3 / 100%	0 / 0%	0 / 0%	100%
Maths Workshop	2	2 / 100%	0 / 0%	0 / 0%	100%
Progression Pathway Development	2	2 / 100%	0 / 0%	0 / 0%	100%
Total	38	37 / 97%	1 / 3%	0 / 0%	100%

Details

[illegible]

The parent & carer portal



6.1 Progress Review Overview

Our **Progress Review (PR)** system 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 (24th June 2026)

6.1 Progress Review Activity

Autumn

- **When:** November 2025
- **Activity:** Tutor Review of student progress & Parents' Evenings on 4th and 9th December

Spring

- **When:** March 2026
- **Activity:** Preparation for 6.1 Formal Exams & Parents' Evening on 22nd April

Summer

- **When:** June 2026
- **Activity:** Student Action Plans & UCAS Grades (24th June)

*6.1 Formal Examinations take place between
18th to the 22nd May 2026*

6.1 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.

6.1 Progress Review - Approach to Learning

- This grade is decided on by the teacher.

The possible grades that can be entered are as follows: Excellent, Good, Inconsistent or Poor. Expectations should include:

- 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 and with independent work

6.1 Progress Review - Current Grade

- A **Current Grade** is the grade a student is **currently working** at on their A level, GCSE or Vocational subject.
- 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).
- Students have access to assessment plans for all courses which show which assessments will be taken into consideration.

Our Student Services

Health & Wellbeing

- College Counsellors
- Online Anxiety Management Course
- Pastoral support



General Welfare

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



Academic

- Learning Resource Centre(s)
- ALN Centre
- Progression Guidance



6.1 Progression Guidance (Careers) events

- **November 2025:** Launch of Unifrog (our destinations platform)
- **Early Feb 2026:** Expression of Oxbridge and Medics/Vets/Dentists interest
- **February 2026:** Apprenticeships and Employment Information Evening
- **10th March 2026:** Higher Education Evening (for parents)
- **19th March 2026:** Higher Education Day (for students)
- **June 2026:** Parents' HE talks series
- **1st – 3rd June 2026:** 3 days off timetable to complete work experience or internship
- **2nd July 2026:** After Esher Day - Starting HE or Apprenticeship applications

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

progression@esher.ac.uk

College Website

Via the College website, under the **Parent/Carers and Student Life tabs**, you can find information about:

- Parent & Carer Portal
- Reporting Absence Guidance
- Progress Review
- Events
- Communications
- Students Services and support



You can also read our main policies and procedures under **The College tab**.