

## Academic and Behaviour

## Attendance

**Any Staff**

### Minor Incident

Examples:

- Vaping / Smoking
- Inappropriate phone use in lesson
- Not handing work in on time (class or independent study)
- Low level disruption

Recorded in 'Reward and Conduct' (MIS system)

**Teacher**

### Subject Concern

Informal Meeting with Student to discover any issues causing concern and discuss expectations.

Recorded in 'Student's notes' (MIS System)

**Teacher**

### Student Support Plan

Formal Meeting with student. Set targets with timescales and record as intervention in S6C MIS

Recorded in 'Interventions' and 'Student's Notes' (MIS system)

**Tutor**

### Performance Review 1

Organised by Tutor (following people to attend)

- Faculty Lead (chair)
- Student
- Parents
- Any other required

Recorded in 'Student's notes' (MIS System)

**Faculty Lead**

### Performance Review 2

Organised by Faculty Lead (following people to attend)

- SLT Member (chair)
- Student
- Parents
- Any other required

Recorded in 'Student's notes' (MIS System)

**Tutor**

### Attendance Sweep

Student appears in Weekly attendance sweep

Informal meeting with student during tutor session or other appropriate time during the week

Recorded in 'Student's notes' (MIS System)

**Attendance Officer**

### Attendance Meeting

Formal meeting with student to outline expectations and unpick any issues that are stopping the student from attending college

Recorded in 'Student's notes' (MIS System)

**Attendance Officer**

### Attendance Review 1

Arranged by attendance office (following people to attend)

SLT Attendance Lead (chair)

Any other people required

Recorded in 'Student's notes' (MIS System)

Pastoral Support / Mental Health Support

WHO CAN HELP ME @ S6C?				
Getting early help promotes wellbeing - come and talk to us!				
Pastoral Support	Mental Health Support	Physical Wellbeing	Safety	Study
<p>If you have issues or questions including:</p> <ul style="list-style-type: none"> <li>• Family life</li> <li>• Friendships</li> <li>• Relationships</li> <li>• Young Carer</li> <li>• Personal development and goals</li> <li>• Money worries</li> <li>• General worries</li> <li>• Any linked mental health concerns</li> </ul>	<p>If you have issues or questions including:</p> <ul style="list-style-type: none"> <li>• Positive mental health</li> <li>• Healthy lifestyle</li> <li>• Anxiety</li> <li>• Low mood</li> <li>• Bleak thoughts</li> <li>• Low self esteem</li> <li>• Anger issues</li> <li>• Self harm</li> <li>• Eating disorders</li> <li>• Stress</li> </ul>	<p>If you have issues or questions including:</p> <ul style="list-style-type: none"> <li>• Sexual health</li> <li>• Contraception</li> <li>• Pregnancy</li> <li>• Smoking</li> <li>• Drug use</li> <li>• Sleep</li> <li>• Risk taking</li> <li>• Unhealthy choices</li> </ul>	<p>If you have any concerns about the safety or wellbeing of an S6C student, in or out of college, including:</p> <ul style="list-style-type: none"> <li>• Reporting sexually inappropriate behaviour or assault</li> <li>• Any kind of abuse or bullying</li> <li>• Domestic violence</li> <li>• Crime</li> <li>• Online safety</li> </ul>	<p>If you have concerns about your progress in subjects:</p> <ul style="list-style-type: none"> <li>• Study skills</li> <li>• Time management</li> <li>• Revision</li> <li>• Exam technique</li> <li>• Note taking</li> <li>• Planning</li> <li>• Academic writing</li> <li>• Catch up support</li> <li>• Assistive Technology</li> </ul>
↓	↓	↓	↓	↓
<b>Tutor or Pastoral Lead</b>	<b>Tutor or Mental Health Lead</b>	<b>Tutor or Pastoral Lead</b>	<b>Tutor or Safeguarding Team</b>	<b>Tutor or Subject Teacher</b>
<p>We can:</p> <ul style="list-style-type: none"> <li>• Listen</li> <li>• Signpost resources</li> <li>• Guide you through high quality self help support</li> <li>• Refer you to our college counsellors, and also to a</li> </ul>		<p>We can:</p> <ul style="list-style-type: none"> <li>• Put you in touch with local and national 1:1 support</li> <li>• Signpost resources</li> </ul>	<p>We may need to pass information on to people who can help keep you safe, with your best interest as our priority.</p>	<p>We can:</p> <ul style="list-style-type: none"> <li>• Refer you to the Learning Mentor in the Study Centre for extra support</li> </ul>

Serious Incident - report to SLT