

CALLYWITH COLLEGE

Student Progress Policy

This document outlines the Student Progress Policy at Callywith College, detailing the expectations for student progress and the roles and responsibilities of those involved in monitoring and supporting student progress. This policy ensures that all students are guided towards success through shared responsibility and a support system designed to maximise their potential.

1.0 Aim

- To clearly define expectations for student progress to staff, students, and parents/carers.
- To promote a consistent approach across the College regarding student progress and interventions.
- To encourage a collaborative relationship between students, parents/carers and College staff to promote positive learning behaviours.
- To ensure all students receive the necessary support to achieve their full potential through early and targeted interventions.

2.0 Responsibilities

- **Senior Management Team (SMT)** holds overall responsibility for ensuring both staff and students adhere to the Student Progress Policy.
- **Programme Team Leader for Student Progress and Intervention (PTL SPI)** provides training, advice and oversees the implementation of the policy across the college.
- **Programme Team Leaders (PTL) and/or Deputy Team Leaders (DTL)** ensure the policy is correctly implemented within their programme areas and offer guidance to staff.
- **Lecturers** monitor student academic progress and report any concerns following the guidelines of the policy.
- **Personal Development Tutors (PDT)** oversee the academic progress of their students, ensuring that the stages outlined in the Student Progress Policy are followed.
- **Parents / Carers** support the young person by encouraging engagement with the College's support and ensuring a minimum of 15 hours directed study per week.
- **Students** take responsibility for their learning and progress by engaging fully in the support offered and adhering to the Callywith 100 guidance and the Student Code of Conduct.

3.0 Support

- **Timetabled Directed Study** – Scheduled sessions in the Learning Resource Centres (LRCs) to provide focused study time.
- **Study Resources** – Each subject area has a dedicated site with useful information, course materials, and additional resources.
- **Study Skills Sessions** – Sessions covering essential skills such as time management, note-taking, exam techniques, research, and organisation. Additional resources are available via the Personal Development Tutor and Library Hub SharePoint sites.
- **Parental Engagement** – Guidance and resources to help parents/carers support students in managing their independent study effectively.
- **Mentor Meetings** – Meetings with PDT/DTL/PTL mentors to agree on personalised interventions, actions, and targets, which are reviewed after a three-week period.
- **Peer Mentoring** – Opportunities for students to be paired with trained volunteer peer mentors for additional guidance and support.