



**WHICKHAM  
SCHOOL**

**Sixth Form Monitoring**

Effective monitoring of student progress is vital if success is to be achieved and problems are to be solved before they become serious. Student dropout rate should be minimised by regular review and guidance.

A monitoring system is in place to identify issues that relate to progress, motivation, homework, attendance and punctuality. Subject staff provide written feedback that is used by tutors and the Sixth Form team to make early interventions; including supervised study periods. This process is also used to highlight positive performance and provide students with praise.

Students' performance is reviewed at the end of each module in the school calendar and after each external examination period. The Head of Sixth Form and appropriate Head of Year will agree an intervention plan for individual students after each module/set of examination results

#### INTERIM REPORTS:

Subject teachers will be responsible for reviewing the progress of each student based upon the evidence of assessments, class work and homework.

Each student who is underachieving will then have a meeting with their Head of Year to discuss progress, concerns and to set targets.

Students who are showing cause for concern will also have a meeting with parents/carers, Head of Year and Head of Sixth Form.

Reports and Parents consultation evenings take place as in the main school policy documents. Sixth Form students will also receive annual full written reports detailing what has gone well and what could be improved.

Where students show persistent cause for concern across a number of subject areas, they may be supported by the Sixth Form Achievement Coordinator for more intensive monitoring and intervention.