

Fakenham Sixth Form Intervention Process

Sixth Form study is an exciting and challenging time for students. Most students adapt to this level of study well however other students may need support adapting to the expectation of conduct and attendance within the Sixth form. Some students may struggle with the academic demands of courses. It is for these reasons a clear, staged intervention process is needed to support students.

The Process

Level 1: Departmental Level

If a student is not meeting expectations within one subject, the department will be responsible for implementing a department improvement plan for the student. Teachers will implement the following interventions:

- Seating plan changed for student.
- Folder/resources checked by classroom teacher.
- Contact home. (Must be recorded on classcharts)
- Targets shared via notes on ClassCharts.
- Targets reviewed in two weeks. Comments for review added to ClassCharts.

Level 2: Sixth Form Support Plan-Form tutor

If students have had several negatives added to ClassCharts in more than one subject, they will move on to Level 2. However Level 1 support must continue.

The form tutor will complete a Student Support document and

- Contact home made by Form Tutor explaining targets.
- Weekly meeting held with Form Tutor until progress is made and the student is signed off. A minimum of three weeks. Notes from these meetings go on ClassCharts.
- Folders/resources checked by Form Tutor
- Increased study programme
- Form Tutor contacts subject teachers to collect: Exam papers, class notes, revision tasks, topic checklist to RAG rate, specification to RAG rate

Level 3: Sixth Form Support Level-Pastoral Coordinator

If the student does not show progress after half a term the student will be referred to Level 3 intervention VIA EMAIL. The email must include what intervention has already taken place with the student.

- Letter sent home to parents explaining the student is on Level 3 intervention.
- Regular folder/resources check by Sixth Form Pastoral Coordinator
- Meeting with the student, parents/carers, Sixth Form Pastoral Coordinator and where possible Form Tutor to discuss progress. Action plan completed
- Full Time Study Programme-students will need to spend all study periods in the study room.
- Full time study programme progress reviewed in weekly meetings with Sixth Form Pastoral Coordinator.
- Students are removed from Level 3 when sufficient progress is seen across all subjects.
- Students can be escalated from Level 3 to Level 4 if requirements for Level 3 are not being met and progress is not being clearly evidenced.

Level 4: Sixth Form Support Level- Head of Sixth Form.

If a student is still not meeting expectations and is not making progress, they will be escalated to Level 4. This will be done in Sixth Form Team meetings.

- Letter sent home to parents explaining the student is on Level 4 intervention.
- Regular folder/resources check by HoSF.
- Meeting with the student, parents/carers, Sixth Form Pastoral Coordinator and HoSF. Action plan completed
- Place at Sixth Form discussed with parents/carers.
- Full Time Study Programme-students will need to spend all study periods in the study room.