

## **Procedure for dealing with unsatisfactory student progress**

### **1. Assessment of student progress:**

- a. Regularly assess student progress using appropriate tools and methods.
- b. Identify students who are not making satisfactory progress.

### **2. Communication with the student:**

- a. Meet with the student to discuss their progress and identify any challenges they may be facing.
- b. Provide clear feedback on areas where the student needs to improve.
- c. Create an action plan to help the student address their areas of weakness.
- d. Provide resources and support to help the student make progress.

### **3. Communication with the student's sponsor or guardian (if under 18 years old):**

- a. Inform the student's sponsor or guardian of their progress and the action plan created to support the student.
- b. Seek input from the sponsor or guardian regarding the student's progress and any challenges they may be facing.
- c. Update the sponsor or guardian regularly on the student's progress.

### **4. Support and resources:**

- a. Provide additional resources or support to the student, such as tutoring or additional study materials.
- b. Monitor the student's progress closely to ensure they are making satisfactory progress.
- c. Adjust the action plan as necessary to help the student make progress.

### **5. Escalation:**

- a. If the student is still not making satisfactory progress, escalate the matter to a senior member of staff.
- b. Consider other options such as counselling, additional support or academic suspension.

### **6. Record-keeping:**

- a. Maintain accurate records of the student's progress and any action taken to support them.
- b. Ensure that all relevant staff members are aware of the student's progress and any action taken to support them.

### **7. Review:**

- a. Regularly review the progress of students who have been identified as not making satisfactory progress.

- b. Make adjustments to the action plan and support provided as necessary.