**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.

1. **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.

1. **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.

1. **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.

1. **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.

1. **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.

1. **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.