



SCHOOL POLICY DOCUMENT

Learner Support

Issue No.: 01	Document Number: SEL016
Issue Date: November 2011	Originator: Wayne Marshall
Version: 02	Responsibility: Kate O'Toole
Reason for version change: Update	Dated: 10th May 2009
Authorised by: Kate O'Toole Date:	Signature:

The following policy document will highlight the learner support that is in place within the school or has been developed to be released no later than September 2009.

Each student will have a personal tutor who will meet with them at least once a week to discuss any issues or concerns they may have with their academic or pastoral environments.

The tutor will be responsible for the discipline of the student and his/her welfare during their time with the college.

After each meeting the Personal Tutor Information Form (Appendix 1 attached) will be completed to ensure a record is kept of all actions that need to be taken and how they are followed up. These actions can be in respect of the student or the tutor. Comments raised at the meeting will also be entered onto CLASS so that the senior management team is aware of any issues pertaining to an individual student.

The forms will be sent to the Director of Studies on a monthly/weekly basis so that each student can be monitored. It will also serve as a quality mechanism to ensure all tutors are working correctly and to the correct time line.

The meetings will ascertain if the student is attending his/her course and completing the work. If not then the student will have an individual education plan (IEP) developed to assist with his/her studies.

Special Educational Needs (SEN) will also be assessed at the meetings and action plans drawn up where appropriate.

One of the key roles of the meetings will be to review/complete the Individual IEP if applicable. This will assist both the student and tutor in having an understanding of the core

objections and the key success criteria that need to be achieved for the student to be successful.