

# STUDENT SUPPORT POLICY STATEMENT

**Person responsible: Deputy Principal**

## MISSION STATEMENT

### AIMS

To maintain a supportive environment in which students can reach their spiritual, personal and academic potential is central to the fulfilment of the College's Mission.

At Notre Dame Catholic Sixth Form College, we aim to encourage all members of our community to create a positive environment which demonstrates our principles derived from Gospel values. We intend to promote and sustain the quality of our relationships in all that we do. This will be revealed through a College-wide atmosphere of mutual respect which should permeate life for students and staff.

The following principles address the College's Mission Statement.

- Notre Dame is a Catholic College which welcomes and respects students from other religious backgrounds, and none, and we recognise the contribution they all bring.
- The needs of the individual members of our community, both students and staff, are at the heart of our Support Policy.
- The Student Support System aims to provide a structure which enables students and staff to develop and achieve their own potential and raise the overall achievement of the College.
- The Student Support System aims to meet each student's personal and spiritual needs within a caring, supportive environment.
- Academic achievement is of great importance to students and staff at Notre Dame, and the College seeks to assist students to attain their full academic potential. Measures will be established to encourage students to work consistently to the best of their ability. We aim to ensure that students follow courses appropriate to their individual needs, abilities and aspirations and that they are provided with an appropriate framework of incentives, information, support and guidance.
- Our policy aims to recognise the balance between individual value and freedom on the one hand and personal responsibility to the College community on the other.
- We recognise that Notre Dame is part of a wider community. Our Support System aims to foster a sense of responsibility, both within the College community and in the wider context of citizenship.
- Positive pastoral care aims to enhance mutual respect and encourage honest and valuable communication between staff, students and parents/ carers.
- All staff, teaching and support, have a pastoral role within the College.

## PROCEDURES

Collective worship will continue as an integral part of College life and students and staff will be encouraged to participate in activities to further their spiritual and caring experience in Notre Dame. Weekly, timetabled Philosophy, Theology and Ethics (PTE) lessons will remain as part of a student's curriculum entitlement.

### Tutors

All students will be assigned an Achievement Tutor. The Achievement Tutor has a prime role in all aspects of a student's welfare and will be assisted by other senior staff, including Head of Students, Student Support Manager, Catholic Care, the College Counsellor, the Chaplain and other external agencies.

Achievement Tutors are encouraged to identify difficulties at the earliest possible stage and keep a caring watch over their students' development (academic, social and personal) throughout a student's stay in the College.

### Tutorials

Achievement Tutors will discuss attendance, academic progress, matters relating to pastoral care, and the need for specific support on a one-to-one basis. Monitoring of personal and academic progress will be used as a vehicle for directing students to appropriate support and to ensure each student fulfils their individual learning programme.

Each student is required to sign a Learning Agreement stating that they agree to abide by the College expectations. A copy of expectations: 'every student, every teacher, every lesson' will be displayed in each teaching room.

Achievement Tutors will be able to provide an impartial advice service to students in the event of a problem, but students will be encouraged to make contact with the most appropriate agent (in or out of College). In addition to this, the College Counsellor offers confidential support, and the services of a social worker from Catholic Care are available. Notre Dame seeks to foster the partnership between College, parents/ carers and students, and this is achieved by direct communication on all relevant matters.

- Relevant staff are encouraged to contact parents/ carers if there is a concern about progress, attendance and/or personal issues.
- Parents are invited into College formally during the year to discuss general progress at Parents' Consultation Evenings.
- Parents of Lower Sixth students are also invited to attend Information Evenings for parents of new students in July and September. This is the opportunity for parents to meet key staff and be informed about curriculum matters and student support at college as well as College Procedures.
- During the Summer Term, Parents of Lower Sixth students are invited to an Information Evening on Higher Education attended by university tutors and representatives from outside agencies
- In addition to the above parents / guardians are invited to numerous College Productions, College Concerts, which are all entered in the College Calendar.

## Notre Dame Catholic Sixth Form College

A student's academic progress, attendance and punctuality will be monitored and reported on regularly by relevant staff. Where necessary the College Intervention System will be used to support students giving rise to concern.

Students are encouraged to become involved in **enrichment activities**, extra - curricular sport, drama, music, community and charity-based projects both local and national. Volunteering and Work Experience opportunities are publicised widely via tutorials, Moodle, email etc.

The Student Executive provides a forum for students to volunteer help and organise the collection of students' views on matters of concern; they also take the lead on major charity fundraising activities throughout the year.

### **MONITORING THIS POLICY**

This policy will be monitored by evaluation gained through comments from students / parents / staff and the College Self Assessment System.