

# Strathearn School

## PROCEDURES FOR DEALING WITH PUPILS IN THE SIXTH FORM WHOSE WORK IS UNSATISFACTORY

### Overview

In the world of work those whose performance is unsatisfactory are provided with the advice and support needed to make a sustained and sustainable improvement. Since the aims of the school include the preparation of pupils for adult and working life, the strategy for dealing with pupils whose work is unsatisfactory reflects procedures which exist in the wider community.

The primary purpose of these procedures is to effect improvement. In addition to the current support structures, the following procedures can be implemented for those pupils in the sixth form whose performance remains unsatisfactory.

These procedures form only one part of the School's Pastoral System which aims to provide care, guidance and support for each pupil in school.

### What is expected from Sixth Form pupils at Strathearn

- To abide by all school codes of conduct, including those relating to school uniform.
- To attend all timetabled classes, study and School Assemblies.
- To be present in school throughout the day.
- To devote herself to quiet private study in areas set aside for this purpose.
- To inform, and seek advice from, subject teachers and/or form teacher as soon as difficulty is encountered with any aspect of the work.
- To maintain a good punctuality and attendance record and a good disciplinary record.
- To show evidence of sufficient academic progress to justify remaining at school.
- To undertake conscientiously, thoroughly and on time all preparation for class work, all written assignments, and all independent study requirements.

**The work of a pupil is deemed unsatisfactory when she fails to honour one or more of the above.**

## **The Procedure**

The procedure has two stages - the informal stage and the formal stage.

### *The Informal Stage*

Where there is evidence to show that aspects of a pupil's work are unsatisfactory, the principal will advise the pupil and parents/guardians in writing, of the specific nature and extent of his/her concerns, making it clear that the informal stage has been initiated. This notice will include an assurance that the pupil will be given reasonable time, opportunity and assistance to undertake a programme of support designed to enable her to reach a satisfactory standard.

The nature and the purpose of the programme, the process of monitoring and evaluating the pupil's work and the role of the Principal and/or class teacher and other staff in this process will be discussed with the pupil before they are finalised. During this discussion the pupil will be encouraged to put forward suggestions as to how she may improve and where practicable these will be incorporated into the support programme. The length, format and intensity of this programme will depend upon the nature and seriousness of the weakness(es) in the pupil's work. Normally, the informal stage should be completed within six weeks.

On completion of the informal stage the Principal will consider reports by all who have been involved in the evaluation of the pupil's work throughout the process. If the pupil's work is satisfactory and it is considered that this standard is likely to be maintained, the Principal will inform the pupil and her parents/guardians in writing that no further action is being taken while this level is sustained.

### *The Formal Stage*

Where, following the informal stage and after reviewing the available evidence, the Principal concludes that the pupil's work continues to be unsatisfactory, he will inform the parents/guardian of the pupil in writing of his decision to invoke the formal procedure.

As well as setting out the areas of work that are unsatisfactory, the formal notice will explain that a programme of support will be discussed with the pupil and

parents/guardians and the view of the pupil fully considered before the programme is finalised. Following this, arrangements will be made to support the pupil in her efforts to achieve a satisfactory standard of work, on the clear understanding that failure to reach that standard may result in expulsion.

The pupil will be asked to confirm in writing to the Principal that she is willing to take part in the programme of support. If a pupil does not co-operate with the support programme she may be suspended.

On completion of the formal stage the Principal will consider reports by all who have been involved in the evaluation of the pupil's work throughout the process. If the pupil's work is satisfactory and it is considered that this standard is likely to be maintained, the Principal will inform the pupil and her parents/guardians in writing that no further action is being taken while this level is sustained.

Where the reports show that the pupil's work remains unsatisfactory and that improvement to a satisfactory standard is considered unlikely, the Principal will provide an opportunity for the pupil, who may be accompanied by her parents/guardians, to make representation to him. If after considering the representation, the Principal decides to expel the pupil he will notify the Chairman of the Board of Governors and recommend to the Board of Governors that the pupil should be expelled.

Normally, the formal stage should be completed within two months.

### **Independent Appeal**

The pupil will be informed of her right to appeal to an independent tribunal against the decision to the Belfast Education and Library Board's 'Expulsion Committee'.

If the appeal is unsuccessful, the pupil will be expelled.

**Footnote:** At all stages through the procedure the views of the pupil will be considered.

Signed

\_\_\_\_\_

Chairman

\_\_\_\_\_

Principal

\_\_\_\_\_

Date