

The Tutor System

Assistant Principal of Guidance, Support and Progress

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Head of Student Performance / Specialist Tutor

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Specialist Tutors

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Single Group Tutors

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Foundation Tutor

Chris Tansey	chris.tansey@wyke.ac.uk
Matthew Smith	matthew.smith@wyke.ac.uk



On referral from a teacher we can support you with your studies

Essay planning

Support for students who are disabled

Resources & Strategies to support student with dyslexia

Exam Support

Revision Tips

Learning Support
What do we do?

Time management & organisational skills

Note taking

Loan of dictaphones

Quiet work area and rest area

Laptop loan where appropriate



Support at Wyke College

There are several different types of support available to students at Wyke, whether for a straightforward query or a more complex personal issue. Primarily, the tutors are responsible for guiding and supporting their students throughout their time at the College and students will meet them regularly throughout the week. The following information will guide you towards the additional staff that are available and who work closely alongside the tutor team in more specialist capacities.

Learning Support

The Learning Support Department offers support for any students who might need extra help with their study skills, whether referred by a teacher or self-referred and can assist with specific learning needs if required. There is also specialist support for disabled students and students that have dyslexia. We can screen for dyslexia on site. We have experience of supporting deaf students and students with visual impairment, as well as physically disabled students. The Learning Support Department together with teachers who are EAL specialists can also offer support to students whose first language is not English.

If your child had support at their previous school, we need to know what was provided for them to ensure that the support we give at Wyke is comparable.

Margaret Cordeaux would be happy to discuss any support needs that may be required. Contact details:

Location: Oak 14 (in the Library) / Learning Support Department: Oak 15 (in the Library)

Email: margaret.cordeaux@wyke.ac.uk

Learning Mentors

The Mentor team provide support to **all** students and can help with any of the following – Personal problems, Attendance concerns, Homework, Coursework, Time Management and Revision.

Each tutor works alongside a designated mentor from the team.

Lead Mentor – Sarah Elliott sarah.elliott@wyke.ac.uk

Larysa Diak larysa.diak@wyke.ac.uk

Gemma Rogers gemma.rogers@wyke.ac.uk

Natalie Freeman natalie.freeman@wyke.ac.uk



Student Support Services

At Wyke, we aim to provide our students with a number of specialist support services to meet a range of needs. If required each of our specialist advisors are also able to access external agencies to assist students in further HE/Career progression or more specific personal or emotional support. We believe that student wellbeing is key to overall student success.

UCAS /HE Coordinator @ Wyke
Contact: **Emily Peach**

Email: emily.peach@wyke.ac.uk

Providing student and parental advice on Higher Education and Careers progression at Wyke 6th Form College.

SAMARITANS

Samaritans
75 Spring Bank
Hull
HU3 1AG.
Tel: 01482 323456

Careers @ Wyke
Contact: **Lesley May**

Email: lesley.may@wyke.ac.uk

Providing student and parental advice on Higher Education and Careers progression at Wyke 6th Form College.

connexions

Connexions Service
Hull Connexions Centre
84-86 Paragon Street
Hull
HU1 3QA
Tel: 01482 223081



Wyke College Counsellor
Contact: **Justine Wilkinson**

Email: justine.wilkinson@wyke.ac.uk

Providing a confidential and supportive counselling advice service within Wyke 6th Form College. Justine can also liaise with external support agencies if necessary.



HOPEline

National confidential helpline:
HOPELineUK 0800 068 41 41



Monitoring and Support Procedures

Stage 1.

Initial discussion with student regarding concerns by Subject Teacher / Head of Department.

E-record entered as information to record initial concern and make Tutor aware.



Stage 2.

Subject teacher/Head of Department logs E-record Concern to request Tutor action.

Tutor discussion with student and *if required* parental contact is made by either Head of Department / Subject Teacher / Tutor as required. Timetable Report may be issued.

E-record response of action taken by all staff entered.



Stage 3.

Request made via E-record to the Tutor to issue Commitment Agreement. This document identifies the course/curriculum expectations that the student is expected to respond to.

Parents are contacted by Tutor. *If required* Parental Meeting is held.



Stage 4.

Request made via E-record to the Tutor to issue College Contract. This document reinforces the College Learner Agreement expectations that the student is expected to respond to.

Parents are contacted by Tutor. Parental Meeting is held. College Contract is signed.



Stage 5.

Student is withdrawn from single courses, by recommendation from Head of Department. They may be withdrawn from Wyke College due to failure to respond to support measures and intervention strategies.

Timetable Reports (TTR)

Students will be placed on Timetable Report if their weekly attendance regularly falls below 90% in any subject area in a 4 week monitoring period.

The student is then issued with a copy of their weekly timetable by their Mentor and is expected to get it signed by teaching staff for each lesson, to record that they have been present and punctual to their classes.

At the end of each week, the reports are then handed back to the Mentors as part of the attendance monitoring process.

A letter and copy of the students timetable is sent home to inform parents/guardians that the Timetable Report has been issued.

Commitment Agreement

If students do not comply with course requirements regarding any of the following concerns;

- Attendance – regularly below 90%. No improvement from TTR monitoring.
- Submission of work by scheduled deadlines.
- Acceptable behaviour, focus, work ethic, application.

Tutors are required to issue a Commitment Agreement in consultation with either the Subject Teacher/ Head of Department.

This document identifies the course/curriculum expectations that the student is expected to adhere to.

A copy of the Commitment Agreement is sent home to inform parents/guardians that it has been issued. Parents/guardians are contacted by the tutor to discuss the specific concerns being raised about the student.

College Contract

If students do not comply to being placed on Commitment Agreement ,they are then issued with a College Contract.

This is the final stage of the monitoring and support procedures at Wyke.

Tutors are required to issue a College Contract in consultation with the Head of Department to identify course expectations and college requirements.

Parents are invited in by Tutors to attend a support meeting.

The College Contract must be signed by the student, parent/guardian and tutor and returned back to Guidance to be retained on the students file.

How to help your child succeed at Wyke!

- Be aware of their **course provision** and **timetable structure**.
- Keep a record of who your child's Tutor is and their email/contact details.
- Communicate with the Tutor regarding any concerns, or if you wish to receive regular progress updates.
- Make time to attend subject Consultation Evenings.
- Assist you child in structuring their study time at home – recommended guidelines are **4 hours per subject per week**.
- Monitor the number of working hours that your child commits to – recommended guidelines are a maximum of **8 hours per week**.
- Access the College website to view:
 - Timetable structure
 - Attendance history
 - Progress Review updates
 - College news and events



Absence Protocol

If a student is absent from College, we would expect:

- Guidance to be contacted on the day of absence, **before 8.30am** to explain the reason for the absence.
- The student to complete an OASYS report on their return to College to record and log their attendance data.

Holidays in Term time

It is recommended that students do not take holidays during term time as this can severely impact upon their course success, however, if this is unavoidable we ask that the following procedure be followed:

- Letter is sent to the Principal to seek permission to be absented from timetabled lessons.
- Holiday form is generated by Guidance.
- Student consults with subject staff to record work to be completed during holiday period.
- Progress check is conducted once the student has returned to lessons.

Term Dates 2011-12

Autumn Term

Enrolment takes place from Tuesday 30 August 2011

New students start Wednesday 7 September

Second year timetable starts Thursday 8 September

Half Term

Close 4.00 pm Friday 21 October

Return 9.00 am Tuesday 1 November

Christmas Holidays

Close 4.00 pm Tuesday 20 December

Return 9.00 am Wednesday 4 January 2012

Spring Term Wednesday 4 January – Friday 30 March

Half Term

Close 4.00 pm Friday 17 February

Return 9.00 am Monday 27 February

Easter Holidays

Close 4.00 pm Friday 30 March

Return 9.00 am Monday 16 April

Summer Term Monday 16 April – Wednesday 11 July

May Day – Closed 7 May

Half Term

Close 4.00 pm Friday 1 June

Return 9.00 am Monday 11 June

Close for summer vacation Wednesday 11 July

**First year students are expected to return for classes in June after exams
(NB Dates for staff training days are still to be confirmed)**