



ST. ANDREW'S
COLLEGE
Cambridge

COLLEGE POLICY DOCUMENT

Foundation Review of Results and Action Planning for Staff and Students

Issue No.: 01	Document Number: STAN:
Issue Date: 9 th March 2016	Originator: Wayne Marshall
Version: 01	Responsibility: Head of Humanities
Reason for version change:	Dated: 9 th March 2016
Authorised by: Wayne Marshall Date: 8 th August 2017	Signature:

This policy has been set up to ensure that all foundation students within the college have an ongoing review of performance based on overall objectives.

The review will take into account their results from term 1 exams they take in January of each year for Humanities and Science and the February review of work in Art.

The process will be as follows:

- Once the January results / February review have taken place and or have been moderated and confirmed these will be reviewed by the Head of Department (HoD), the Principal and the tutor (if applicable) using the information shown below.
- The HoD will compile a spreadsheet showing all relevant information:
 - Name
 - Nationality
 - UCAS ID
 - UCAS username
 - UCAS password
 - Results per subject
 - Overall results for the exam series
 - University options and entry requirements
- Any students failing behind their key objections will then be asked to attend a meeting with the HoD and tutor (if applicable) where a plan of action for improvement will be discussed and agreed.

- The plan of action will then be signed by the student, HoD and the tutor (if applicable) and kept on the student's file.
- The parents and or agent of the student will be informed of the plan and given a copy.
- The HoD and tutor (if applicable) will then review the action plan at the weekly tutor meetings and take appropriate action if the student fails to achieve the laid down weekly goals / objectives.
- The next review will follow the research exams / re-take exams / practical exams (Projects) and the same process highlighted above will be followed.

It is hope that the micromanagement of struggling / underperforming students will give them a much better chance of achieving their goals / objectives.

To assist the review and ongoing CPD of staff each HoD will carry out a review of their compliance with the given scheme of work, NCFE guidelines and policies and procedures on conclusion of each exam / project and complete an action plan, which will be reviewed at the next exam / project. The action plan will be signed off by both parties. The Action plan and CPD requirements will form part of the staff members annual appraisal.

Reviewed: July 2016 and August 2017.

Next review: August 2018.