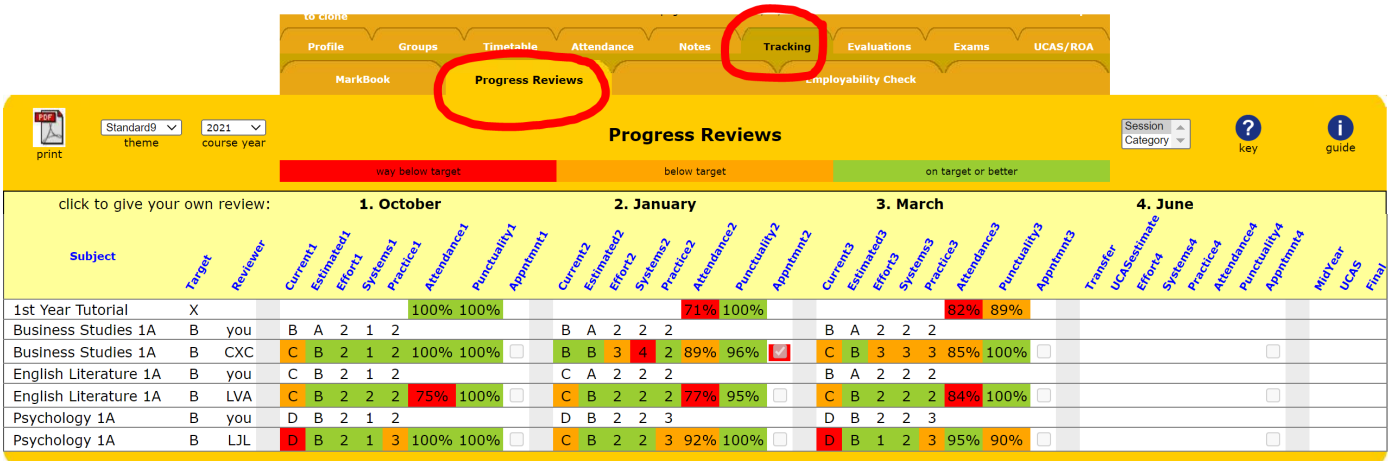
PROGRESS REVIEW PROCEDURE

Guidance for Students and Parents/Carers

Progress Review grades are recorded on MyProgress for all students in October (PR1), January (PR2) and March (PR3). Additionally, 1A students receive a fourth set of grades in June (PR4)*. Progress Reviews provide valuable information to help inform target setting, development actions and progression decisions.



Performance Grades: A Level (A*-E), BTEC (D*- P), GCSE (9-1), T Level (Yr1: A*-E & Yr2: D*-P)

- Target (expected grade based on prior achievement)
- Current (grade the student is currently working at)
- Estimated (an estimate of the grade a student should be able to achieve at the end of the course)

***PR4 only:** Current = For A Level courses the Current Grade at PR4 will be the Transfer Exam result
Estimated = Provisional UCAS Prediction (may change in autumn if performance improves)

Studentship Grades: Outstanding (1), Good (2), Requires Improvement (3), Serious Cause for Concern (4)

- Effort (commitment to study)
  Hours per week of independent study per subject including:
  - Teacher directed study - planned study, prep/flipped learning, homework tasks, coursework
  - Student directed study – consolidating learning, revision, research or reading, skills practice, past papers
- Systems (organisation of study)
  - Time Management - punctuality, completing planned study/flipped learning, prioritisation, meeting deadlines
  - Organisation - bringing relevant equipment, books, organisation of notes/files, planning independent study/revision
- Practice (study behaviours)
  - In class – full participation in lessons e.g. engaged listening, asking questions, contributing to discussion
  - Independent Study – practising skills as well as consolidating knowledge, utilising effective study and revision methods, use of subject Teams, SharePoint and other study resources
  - Taking responsibility for learning – embracing challenge, using feedback constructively, seeking help, engaging with support, identifying and avoiding distractions, addressing barriers to learning

Attendance: Percentage of classes attended in period (i.e. Sept-Oct, Nov-Jan, Jan-Mar, Apr-June)
Punctuality: Percentage of classes attended on time in period (i.e. Sept-Oct, Nov-Jan, Jan-Mar, Apr-June)
Appointments: Subject Teacher will tick to indicate if an appointment is needed for next Parents' Evening

Each **Progress Review** involves the following steps:
Student Self-Assessment – Students self-assess their Performance and Studentship for each course. When allocating Performance grades, students should consider work completed in recent weeks for each subject. Subject SharePoint sites provide subject specific criteria for Studentship grades as a guide.
Teacher Assessment – Teachers record their assessment of Performance and Studentship. The evidence on which to base judgements comes from the period since the previous PR (beginning of course for 1st PR).
Progress Review Published – Full review visible on MyProgress (students) and MyStudent (parents).
Progress Review Meeting – 'Off-timetable' Progress Review Days follow PR1 and PR2. Students who have obtained 3's and 4's for their studentship are expected to attend subject intervention workshops on these days. Subjects will offer workshops designed to support students to improve their studentship and progress in the subject. All students will also have the opportunity to discuss their progress with their tutor, though these meetings will not necessarily take place on Progress Review Day itself. Where there are significant concerns around engagement, students may be referred to the HoH or DoSE/DoSS for their PR Meeting. Following PR3 and PR4, 1-1's are arranged within tutorials, subjects or with HoH as needed.