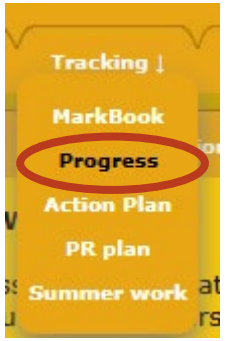
Progress Review Days

Guidance for Students

Preparing for your Progress Review

- Your first progress review of this academic year will be published on **Wednesday 4th November**, and you can view it on MyProgress
- Once you have seen your grades, you should reflect on your attendance, punctuality, studentship scores and grades. Set an action plan if needed to set yourself targets. As you know, if you can't regulate yourself through your target setting you will be set action plan targets by your tutor or Head of House.
- You will then need to identify whether you are required to attend a subject workshop on PR Day on **Weds 11th Nov** and/or a meeting with your Tutor/HoH on Progress Review Day as these days are now subject focused – details on the following slides
- All students will also complete a Progress Review Plan – instructions to follow.
- Log into MyProgress now (*if tutor is Wednesday onwards*), if you are able to do so, and check your grades and your action plan…



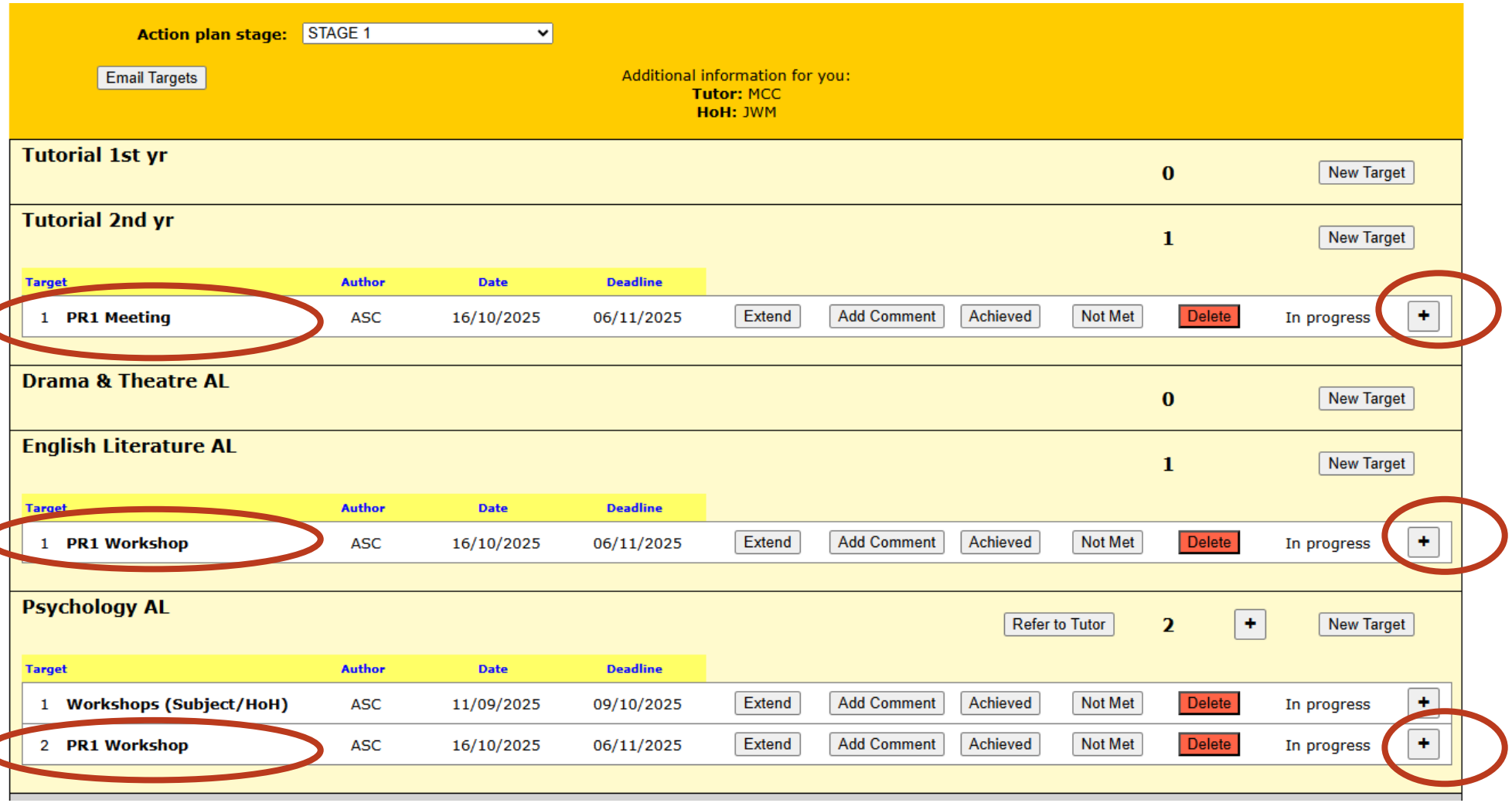
Progress Review Days

- Not all students will be expected to attend Progress Review Day (although all students will have a PR meeting with their tutor at some point over the next 3 weeks).
- Instead, only students who have obtained 3's and 4's for **studentship** will be required to attend specific **subject intervention workshops.**
- The day will be made up of subject workshop sessions, following the usual college lesson timings (roughly), starting at 08:40am.
- Students may be required to attend workshops for any or all of their subjects and may also need to attend a meeting with their tutor/HoH.

How will I know if I need to attend a workshop?

- Students who received 3's and/or 4's for progress review grades are expected to attend a workshop on PR day
- This will be communicated to students via **Action Plan targets**
  - You will see a target for a subject on your action plan called "**PR1 Workshop**". It will include details of when the workshops are running on the day
- Once you know which subject(s) require you to attend a workshop, you need to organise your day and sign up to attend the required workshops on MyProgress in the 'Progress' tab
- Your tutor/Head of House may also require you to book in for a 1:1 with them – this will show as an Action Plan target called "**PR1 Meeting**".
- These meetings should then be booked by going into "**Appointments**" on My Progress and choosing a suitable time that doesn't clash with your workshops.

Step 1: Identify which new targets have been added
Step 2: Click the + buttons to see the detail of the targets



Step 3: Read the text and make a decision about which workshops you will go to when
Step 4: Book an appointment to see the tutor/HoH etc as directed in the Tutorial target
Step 5: Record the details of the workshops in your phone – making sure to add the timings

This student's day may go as follows:

08:40am – English c/w support workshop

09:45am – Psychology workshop

12.10pm – Meeting with Tutor





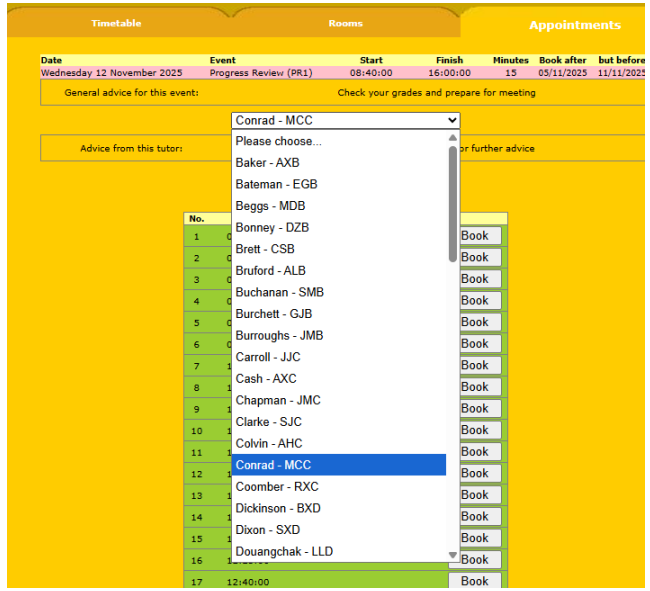
Step 1: Choose "*Appointments*" from the "*Times*" menu

Step 2: Select Progress Review (PR1)

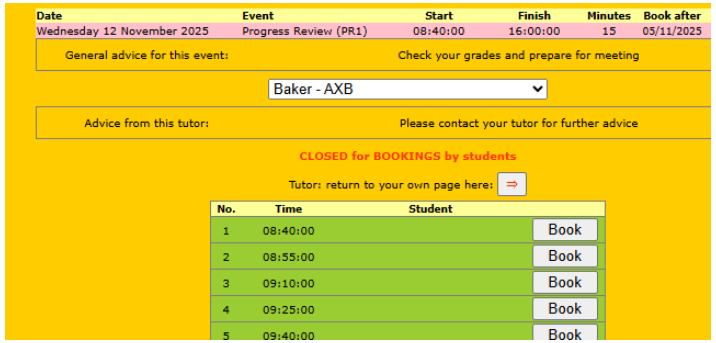


Follow these steps to book an appointment with your tutor if that has been set as a target on your Action Plan.

Step 3: Choose the correct member of staff from the drop-down list (Tutor/HoH)



Step 4: Select an available time by clicking "Book"



Wednesday tutor times onwards

Login to your My Progress now

- Check your action plan **even if you are on Stage 0.**
- If you need to attend a workshop then you will have an Action Plan target telling you where and when the workshop is that you need to attend.
- Book onto a Subject Workshop on MyProgress via the 'Progress' tab
- Your attendance will be registered at the workshop.
- Please make sure that you attend and are registered as students who do not attend when required may face escalation of their action plans and possible disciplinary action.

What if I don’t need to attend a workshop on PR day?

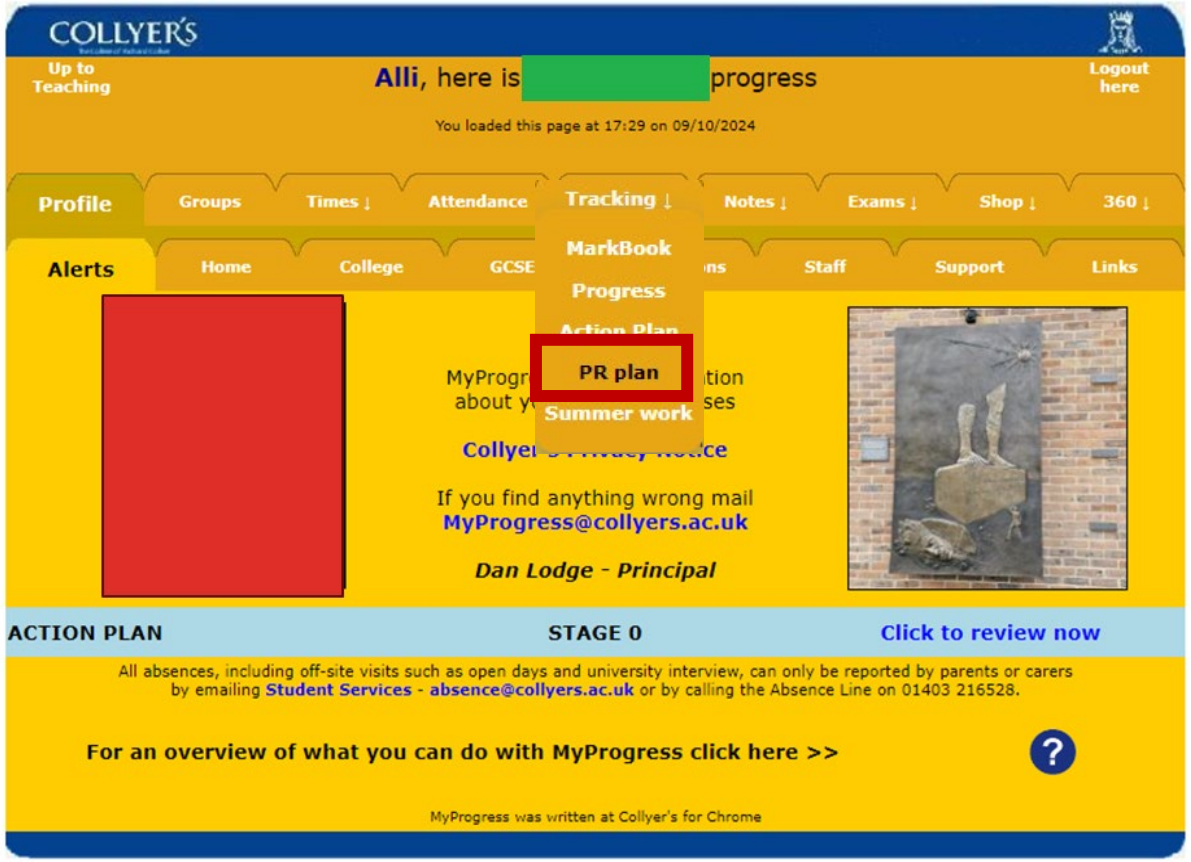
- For students who do not need to attend a subject workshop on PR day, you will not need to come into college.
- Your tutor will arrange an alternative time to meet for a 1:1 – this may be before or after PR day, over the next 3 weeks.
- You should use the PR Day to complete work for your subjects and to complete your My Progress Plan. This is designed to help you to reflect on ways in which you can further improve your academic progress and your personal development.
- Refer to subject SharePoint sites to help you select additional stretch and challenge work you could be completing on this day.

Wednesday tutor times onwards

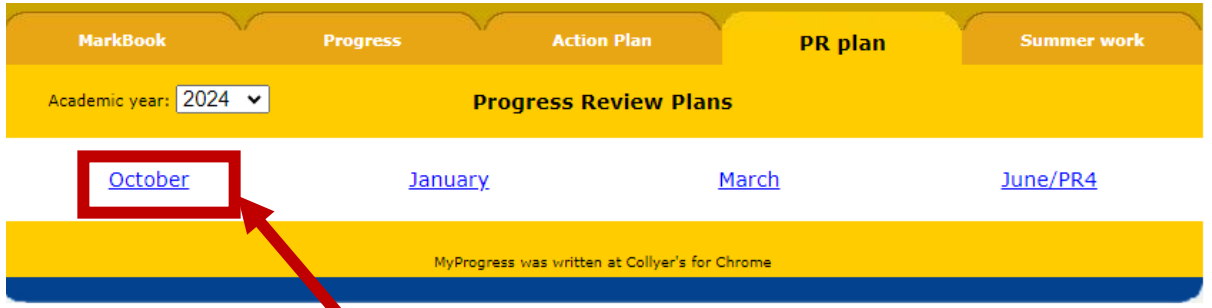
Complete your Progress Review Plan before your tutor meeting:

- Reflecting on your progress is one of the most important things you can do in order to identify how to improve
- The Progress Review Plan will encourage you to reflect on 4 key areas:
  1. What's going well?
  2. What could be improved?
  3. Current career / progression plans
  4. Personal development
- You are expected to consider each of these areas before completing your Progress Review Plan on My Progress
- **The progress review plan must be completed and submitted before your progress review meeting with your tutor**

Getting started on your Progress Review Plan – October edition



1. Select PR Plan from the Tracking Tab

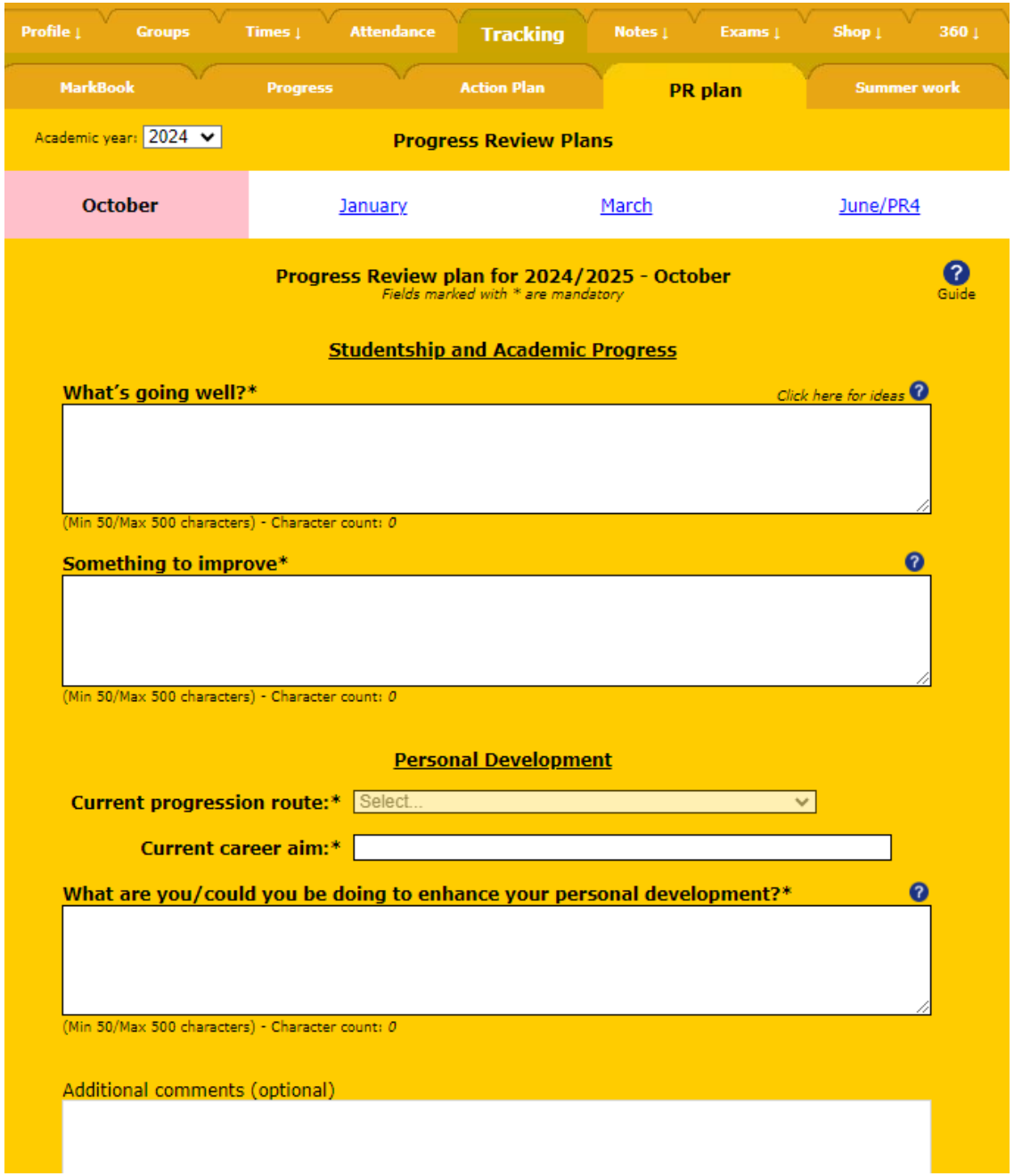


2. Choose the relevant PR

Note that all fields marked with a * are required.

Complete each of the boxes with thought and care.

You can click save at the bottom and come back to it later but hit submit when completed.



Click on the ? symbol if you are stuck for ideas.

Depending on where you are in your Collyer's journey, you may not be too sure here. But you do need to put some ideas down.