

Tutor Time Procedures

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Form Tutors are absolutely central to what we are trying to do in creating a school in which all our students are happy, feel safe and achieve well. We want Form Tutors to be the nearest thing possible to an interested, caring and positive parent in school, modelling how we want all members of the school community to be. Tutor time and assemblies will be from 8.30am to 8.50am each day. The list of ways in which you, as a Form Tutor can guide, support and monitor your students is endless, but here are some really important ones:

Organisation and routines

- Take the register to record attendance and punctuality. **The register closes at 8.30am. Issue a break time detention for every late to registration.**
- Encourage students to ask parents to telephone the school on 01782 742902 on the student's first day of absence
- Keep notices in the form room up to date
- Look ahead to check what's happening in school over the coming days and talk about them in form time
- Have a daily check on uniform
- Give regular reminders about taking books and equipment to lessons
- Help organise form and school activities to develop a sense of belonging and community
- Organise tutor group meetings so your students can talk about issues which are important to them
- Discuss the weekly school bulletin each Monday
- Follow the set form time activities as indicated from Head of Year (HOY)

Academic progress

- Talk to your students about what's going well and not so well in lessons
- Check on progress data and talk about what's happening
- Help set realistic, yet challenging, targets
- Work with form members who need extra support to "get back on track" using, where appropriate, the Assertive Mentoring Programme and the "on report" system (Green report)
- Make sure Tutor time is a useful time and follow the timetable of structured activities
- Complete Form Tutor reports by the published deadlines



Care and welfare

- Make sure your form room is a positive and interesting place
- Talk regularly about the school's expectations
- Get to know the members of your form and talk to them about their concerns
- Contact parents as appropriate for behaviour concerns as well as proactive calls for praise to develop links
- Work with the HOH if there are any difficult or persistent concerns and attend meetings with parents as necessary

Advice and guidance

- Be aware of your students' concerns and advise them on making good choices in all aspects of their lives in school
- Talk through any important choices – options, college applications, applying to be a prefect or ambassador, etc
- Talk to your students about where they can get more specialist advice and guidance in school if they have an issue you feel you can't help with
- Support the work of the Buddies
- Distribute information to parents and students from the weekly bulletin and form folder

Tutor time

The tone which is created at this time of day will have an effect on the way that students behave for the rest of the day. Tutor expectations are of great importance and, if ground rules are consistently and frequently applied, the school will start with a positive tone each day. It is important to realise that this is the part of the day when students are freshest and should be at their most attentive. The Tutor time activities are just as much a part of teaching as any other part of the day. Where students have learnt poor practice, such as sitting around chatting, this must be broken by the Tutor and good practice restored.