

## **Guidance for Independent Study**

As a stepping stone from school to university or employment, New College Doncaster is committed to ensuring that students are able to develop positive learning habits and independent study skills.

### **The Core Week**

The core college week for students is 9am to 3.05pm, Monday to Friday, during term dates which are published on the college's website. Students are required to attend all timetabled lessons and tutorials within the core week and may be required to attend additional sessions within the core week at the college's discretion.

### **Directed Independent Learning**

Students will be given regular and substantial work to complete outside of lessons, *Directed Independent Learning*. Further information can be found in the college's Teaching for Learning Policy. Students have the flexibility to complete this work either during independent study periods within college, or at home, provided that directed independent learning is completed to a high standard by given deadlines.

### **Independent Study Periods**

The college provides a wide range of spaces in which students can work during independent study periods:

- The ground floor of the LRC
- The first floor of the LRC (silent study and open IT access)
- The second floor of the LRC (silent study)
- Bookable study rooms in the LRC
- The first and second floor quiet study areas
- The students' union and cafeteria
- Smaller break-out study areas around the campus
- Unused classrooms, by agreement with a teacher
- Intervention and Support Centre (by appointment and direction)

### **Off-Site Study**

Provided that the college has not directed a student's independent study periods within the core day, students are free to study off-site when not attending a formally timetabled lesson if they wish to. Students are also free to leave the campus at breaks and lunchtime.

Students must use their ID cards to swipe in and out of college.

The college is unable to ensure the safety of students that leave the campus within the core day. The college is also unable to provide first aid to students that leave the campus or meet the needs of any students with additional medical conditions or medication. These points are communicated to students within the college's tutorial programme.

The college will, by best endeavours, ensure that it has mobile contact information for all students and next of kin in the event of an emergency when a student is off-site.

### **Teacher Access Periods (TAPs)**

Teacher Access Periods are additional timetabled sessions run by subject teachers. They are used to support students for many reasons such as revising for upcoming assessments, improving coursework/homework or making up for time missed due to absence. Subject teachers will inform students when they need to attend a TAP session.

**When things are going well**

If a student is working hard, attending well, making good progress and managing their independent study effectively, no additional actions will be taken by the college and the student will be free to continue managing their independent study periods as they see fit.

**When concerns are starting to emerge**

A range of actions may be taken to support students for whom concerns are emerging about a student's ability to effectively manage independent study

- Allocation of a teacher access period for 1 or more subjects for an agreed period of time, to provide additional teacher-input and classroom based intervention
- Additional work allocated by the subject teacher to be completed in independent study periods
- Allocation of some additional lessons for a particular subject
- Use of formal intervention stages (contracts) and parental contact

**When concerns are more serious**

- Removal of some or all independent study periods for an agreed period of time and registered attendance at the college's Intervention and Support Centre – this may include days in college when the student does not have any timetabled lessons
- Continued allocation of teacher access periods
- Use of formal intervention stages (contracts) and parental contact
- The pastoral team will, where appropriate, provide mentoring and guidance to students about time-management and organisation

## **Intervention and Support Centre (ISC)**

**Rationale**

The ISC will provide an additional study space for approximately 50 students to work in independent study periods. Desks and computers will be available to use in a staffed silent area. There will be a referral system put in place which Progress Tutors will manage, but directed by the Assistant Principal and Senior Progress Tutor.

Every referral should include a set time period, agreed by the Progress Tutor and should be made clear to all involved. The student should be removed from the ISC if the agreed targets are met and progress is clearly evident. Equally, the period can be extended if the necessary progress hasn't been made.

The college will determine which returning students in Year 13 require Progression Contracts and which of those students require an allocation to the ISC. In most cases, a Year 13 returning student allocated to the ISC will be placed for at least the first half term.

When a student is allocated a place in the ISC it is expected that they will spend a minimum of 4 weeks there, this will be kept under review by the Progress Tutor.

**Procedures for referring students September 2018****Y13 students: post Y12 exam results**

- Progress Tutors will determine which students require an allocation to the ISC based on overall and relative levels of underperformance at the end of Year 12, taking account of the demand and the needs of individual students.
- MIS will provide a report for all PTs to identify the students. (This will only include subjects they have progressed onto in Y13).

- Progress Tutors will decide the number of periods students will be referred to the ISC for independent study and which subject areas require particular focus.
- All periods will be registered via Cedar and a register taken by the member of staff i/c each period.
- Progress Tutors will liaise with subject staff regarding the type of work students should be completing whilst attending the ISC.
- Y13 students will remain in the ISC until the necessary improvements have been made and both subject teachers and Progress Tutors are confident the student is back on track.

#### Progression Contract

- Any students allowed to progress to Y13 on a Progression Contract due to ongoing concerns from Y12 will in nearly all cases be referred to the ISC for at least three periods a week.
- This will continue at least until October half term, and in many cases until Christmas

#### Subject Referrals: Subject Contracts

- Subject teachers will continue to utilise teacher access periods, back of classrooms or additional registered classes if the concern is in only one subject area.
- A Head of School can liaise with Progress Tutors if they feel an ISC referral is better suited, but unfortunately due to limited space it will depend on ISC availability.

#### In-year referrals Y12 and Y13: Progress Tutor Contract

- Students elevated to a Progress Tutor Contract will usually be referred to the ISC.
- Progress Tutors will decide on the number of non-timetabled periods students will spend in the ISC and for a designated set period.

#### Senior Progress Tutor Contracts

- The number of periods in the ISC will usually be significantly increased and time extended.

#### 'Green Light to New College' Probationary Period

#### **Red Students**

- If it is decided after the Progress Tutor 1:1 review that a student should continue in subjects after flagging red then an ISC referral can be made.

#### **Amber Students**

- Amber students should not usually be referred to the ISC and normal college intervention procedures should apply.

#### **Important Information**

- The Assistant Principal will lead every aspect of the ISC, with the support of the SPT. They will work with both PTs and subject staff to ensure the ISC is being utilised by students and staff in the best way possible. Early procedures will be constantly reviewed.
- The SPT will liaise with MIS (DB) who will create a Cedar register for each period. This will change weekly depending on the number of new referrals/removals.
- PTs will use the formal intervention procedures ie Cedar Contracts to inform all of the relevant staff that an ISC referral has been made.
- The Assistant Principal will ensure the ISC is staffed for as much of the week as possible by Progress Tutors, Senior Progress Tutor and the Senior Leadership team.