

1 November 2018



Mrs T Pupillo
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Dear Parent/Carer,

SUPPORTING SENIOR PUPIL PROCESS (S5/S6)

As part of our strategy to ensure all of our senior pupils remain on track throughout the year we are introducing a Supporting Senior Pupil Process (SSP). The purpose of this process is to provide clear support for pupils so they can meet the standards expected in the Senior Phase. The process reflects the world of work and aims to develop greater responsibility in our pupils, ensuring they remain on track to fully achieve this year. We have high ambition and aspirations for all of our pupils and we expect our young people to attend all classes, complete all homework timeously and to a high standard, carry out all SQA assessments when scheduled and arrive at school on time. Senior pupils also have a key role in modelling positive behaviour and actions to our junior pupils.

This supportive process is specifically for pupils who need support to meet the standards expected in the Senior Phase. The process has three stages, each of which entail different interventions but culminate in specific targets and action plans being agreed.

Stage 1 – Meeting with pupil and PT Guidance; discussion around concern and calendared action plan for improvement. Stage 1 letter issued to parent/carer.

Stage 2 – Meeting with pupil, Depute Head Teacher and PT Guidance; discussion as to why concern has not been rectified. Calendared action plan for improvement drawn up. DHT contacts home via phone call. Stage 2 letter issued to parent/carer.

Stage 3 – Meeting with pupil, parent/carer, Head Teacher and PT Guidance; significant concerns and failure to carry out previously agreed action plan discussed. Plans for alternative educational/training provision outwith school planned and implemented.

We are keen to avoid any pupil having to go through this process and we will do everything we can to support all of our young people in pursuing a highly responsible and focused approach to learning.

If you would like to discuss any aspect of this process, please do not hesitate to contact me.

Yours sincerely,

Mrs T. Pupillo
Head Teacher