

Discipline and Monitoring in VT

Yellow sheets/verbal referrals/tutor relationships are used to identify issues with students.

Tutor initiates appropriate monitoring
 1. Target card 2. Attendance/punctuality card
 Parents telephoned to inform them of the issues and how the student is to be monitored.

Tutor monitors for a minimum of 2 weeks and gathers evidence of monitoring (completed cards plus all yellow sheets etc).

Does student improve?

YES

Tutor commends student, contacts parents to update them on progress and initiates positive comment card for a minimum of 1 week.

NO

Tutor refers student to PDL and informs parent that this is happening. Yellow sheets, monitoring cards etc passed to PDL.

PDL assessment of student issues results in either.....

aPDL monitoring using either
 1. monitoring cards
 2. Weekly monitoring sheet
 Minimum of 2 weeks monitoring and gathering evidence.

OR

PDL monitoring using
 1. monitoring cards
 2. Weekly monitoring sheet
 3. Monitoring booklet
 Minimum of 2 weeks monitoring and gathering evidence.

Does student improve?

YES

Student has monitoring reduced by one level either back to aPDL monitoring or Tutor monitoring and is formally commended by PDL and parents are informed.

NO

Either monitoring is increased from aPDL to PDL or PDL to SLT. Parents are informed that there has been no improvement in 4 weeks and are invited in to discuss the issues.

PSP is flagged as the likely outcome where no improvement within 2 weeks once SLT involved. Standard letter sent home.

Does student improve?

YES

Student has monitoring reduced by one level back to PDL monitoring and is formally commended by PDL, parents are informed.

NO

PSP is arranged and normal monitoring by PDL/SLT ensues post PSP.

PSP review and outcomes agreed.