

Fraserburgh Academy Whole School Policy Document

Change In Presentation Framework



Our VALUES

Aspiration
Community
Integrity
Kindness
Trust

Our ROUTINES

Hands up for Silence
Meet & Greet
End & Send
Walk & Talk

Our REPAIR

What Happened?
How were you feeling?
Who was affected?
How might they have been feeling?
What needs to happen now?

the FRASERBURGH way

Our RECOGNITION

Praise in Public, Reprimand in Private
Recognition Boards
Post Cards
Lighthouse Awards

Our PHRASES

"Right Time, Right Place, Right Tone,
Thank You"
"I hear what you're saying, now I need
you to..."
"Phones away for Learning, Thank You"
"Round in 5 for Learning, Thank You"

Our RESPONSE

"I hear what you're saying. The rule
was about being R/R/S. I have seen
you doing this really well before. I
need you to be more R/R/S. Thanks
for listening."



TOGETHER CREATING
POSITIVE FUTURES

Teacher will have data from class tests, homework's and prelim result. EIL must have been sent informing home. Concerns should not be discussed with home or learner at this time.

PTF considers referral and only considers learners that if there is a drop in presentation level, can achieve a further qualification not already banked. Consideration can be given to two-year course at level.

PTF considers prior attainment and possibility of learner achieving a final pass at current level if appropriate support offered.

PTF can meet with DHT to discuss referrals or wait for DHT decision. DHT decisions are negotiable and there can be a meeting after initial decision. PTF to request such meeting if appropriate.

DHT will consider grade boundaries, learner performance at whole school as well as Authority Benchmark implications.

DHT will provide copies of letters that they can amend with learner details before emailing or sending home.

If home disagree with recommendation, then no change will be made – DHT will send letter and copying PTG into email. DHT will retain copy of letter.

There are to be no changes in course until DHT notifies PTF

Class teacher identifies learners they think are struggling to meet demands of course and that a drop in presentation may be appropriate.

Teacher completes Faculty Spreadsheet (Col A-K) and refers to PTF for consideration

PTF considers if referral is appropriate. PTF meets learner for learner conversation to discuss recommendation.

If referral not appropriate, PTF advises teacher, completes Col L and no further action necessary

If PTF considers referral is appropriate, then PTF completes Col L and refers to DHT for consideration.

DHT considers referrals and notifies PTF of decisions, possible further discussion regarding decisions may be necessary.

If referral not appropriate, DHT completes Col M advising Faculty, no further action necessary.

If change in presentation level agreed, DHT completes Col N and refers case to PTG to contact home and learner for their agreement.

PTG discusses recommendation with learner and contacts home by call, or email (letter). Letter gives 7 days to respond, if no response then change will be made.

Home disagrees, PTG records in Pastoral notes and completes Col O-P

Home agrees or 7 days pass, PTG records in Pastoral notes and completes Col O-P

DHT sends letter home advising continuation of original course but this is against professional judgement, notifies PTF, records in Pastoral notes and completes Col Q

DHT advises PTF of agreement and advises SEEMIS Admin to change presentation level.

DHT completes Col Q-R

SEEMIS admin advises DHT when change made, DHT completes Col S

DHT will create Faculty Spreadsheet template which will be saved in SharePoint.

DHT will create whole school spreadsheet for use by DHT and PTG.

DHT will inform PTF / PTG of all decisions by email.

PTG update spreadsheet, DHT will review spreadsheet daily and notify PTF of outcomes of parental contact.