Student Progress Review

- Initiated by either student or Personal Tutor/equivalent.
- To discuss concerns, identify support or signposting, agree an action plan.
- Can also be used when a student returns from a break in learning or intercalation.
- Could be used to address implications from Disciplinary or PPCC procedures.
- To be solution focused.
- May also be initiated following student appeal or in relation to ongoing health or learning support.

Student/Personal Tutor (or equivalent) request to arrange a student progress review meeting - email arrangements with an overview of the key discussion points, listed attendees, with sufficient notice. Confirmation of attendance is required. Student/ **Personal Tutor** Student does Personal Tutor (or equivalent) does not respond or engages and not respond or agree to declines confirms meet **Engagement** Non engagement by staff Escalate to Head of Teaching, All required parties attend and engage Non engagement by Learning and Student Experience student to confirm action plan and any required or appropriate. **Initiate Disciplinary** signposting or additional support. Investigation enter into Solution focused outcome and review Student Disciplinary dates agreed. procedure or Fitness to Practise or Study. Issues resolved or meeting No response arranged or not satisfied Review with resolution Review meetings meetings **NOT** attended attended agreements agreements incomplete complete No response by or not improved programme team Non engagement by Student may wish to enter student into Student Complaint Initiate Disciplinary Investigation enter procedure and informal into Student resolution in first instance Disciplinary procedure or Fitness to Practise or Study. Concerns resolved / actions completed no further action. Form remains on file