

## CAUSE FOR CONCERN (CFC)

### CFC 1

**Tutor** discusses CFC with student and sets remedial targets (record target/s & review date on CFC)

**Tutor** informs parent / carer via telephone conversation and records parental comments on CFC

**Tutor** to complete CFC document and share with relevant **Curriculum Lead**

**Curriculum Lead** to email CFC to school vocational co-ordinator or PCC lead

**Tutor** to set up a google calendar invite for review date with student. - minimum 2 weeks

**Tutor** to review targets on date set & if progress has been made. If targets are not met proceed to CFC 2.

### CFC 2

**Tutor** writes up 2nd CFC reasons and shares with **Curriculum Lead**

**Curriculum Lead** to arrange a meeting with the student regarding their current disciplinary standpoint and set new targets with intervention strategies.

**Curriculum Lead** informs parent / carer via telephone conversation and records parental comments on CFC

**Curriculum Lead** to email CFC to school vocational co-ordinator or PCC Lead.

**Curriculum Lead** to set up a google calendar invite for review date with student. - minimum 2 weeks.

**Curriculum Lead** to review targets on date set & if progress has been made. If progress has not been made, progress to CFC 3 – share review with **Tutor**

### CFC 3

**Tutor or Curriculum Lead** writes up 3rd CFC reasons and shares with **Deputy Head**.

**Deputy Head** meets with student & discusses previous remedial targets - records student comments.

**Deputy Head** to email CFC to school vocational co-ordinator or PCC Lead

**Deputy Head** informs parent / carer via telephone and arranges an intervention meeting between the parent and student. Intervention techniques discussed with student and set target, share with **Tutor** - Google Calendar invite and share with **Tutor**

**Deputy Head** to write letter to explain intervention strategies in place and send to parent / carer if they can't come in for the meeting.

**Deputy Head** to set up a google calendar invite for review date with student. - minimum 2 weeks.

**Deputy Head** to review targets on date set & if progress has been made. If progress has not been made, progress to CFC 3 – share review with **Tutor, Curriculum Lead and Education Manager**.

### CFC 4

**Tutor or Deputy Head** writes 4th CFC reasons and shares with **Education Manager**.

**Education Manager** meets with student & discusses previous remedial targets - record student comments.

**Education Manager** to contact school vocational co-ordinator or PCC Lead.

**Education Manager** informs parent / carer via telephone and arranges final meeting between the parent / carer and student – Discuss exit routes or given final contract - Google Calendar invite and share with **Tutor / Curriculum Lead and Deputy Head**.

**Education Manager** to write letter to explain exit routes or contract and send to parent / carer if they can't come in for the meeting.

**Education Manager** - Makes final decision on student – Exit routes/ isolation /continue off site / contract in place. – share outcome with **Tutor / Curriculum Lead and Deputy Head**.

If final interventions not met – **Education Manager** to plan exit routes.

## Standardised Cause for Concerns (CFC)

- Poor attitude towards another student e.g. rudeness, bullying etc.
- Not meeting the remedial CFC targets
- Poor attitude towards staff – e.g. swearing directly at a member of staff, refusing to complete work set.
- Persistently missing assignment deadlines (3 occasions)
- 3 kit faults per month
- Refusing to stay behind after college to catch up on work – (without extenuating circumstance - at discretion of the Education Manager )
- Misbehaving / dangerous behaviour around college / out of lessons (at discretion of the Education Manager)
- Refusing to take part in practical without due reason
- Letting a group/partner down during a group/pairs assignment (excluding extenuating circumstances - at discretion of the Education Manager)
- Plagiarism from someone's work (One occasion)
- Plagiarism from the internet (Two occasions)
- Persistently using mobile phone in the classroom (3 occasions).
- Racism / discrimination
- Fighting / physical violence toward other students, staff or customers.

*\* Please note, this list is not definitive, with each case being considered on an individual basis. More serious offences could escalate the severity of any intervention, leading to an instant CFC 4. All appeals to be considered by the Education Manager, however the Education Manager's decision is final.*

### **Intervention Strategies**

- Seating plan in classroom.
- Isolation – working in another classroom / area
- Attending study support sessions – 3-4.
- Weekly one on one support meetings with tutor.
- Weekly targets set by tutor
- Attending non-college days
- Reduce sporting / physical activities to catch up with learning
- Working from home / school
- TA to support learning
- Parental / carer contact to discuss concerns
- Additional reading material or support material
- Access to google classroom