

- All Study Support activities will follow the terms of the Health and Safety legislation as well as legislation relating to Child Protection.
- All Study Support activities will be adequately resourced and the providers of activities, internal or external, will offer expert guidance to Hellesdon High School students.
- Study Support activities address the needs of all year groups including the Sixth Form.

3. ROLES AND RESPONSIBILITIES

- a. The provision for Study Support will be overseen by a designated member of the Senior Leadership Team.
- b. A Study Support Coordinator will manage the different programmes and maintain the high profile of Study Support within the School and within the wider community.
 - The Coordinator will work closely with the Leadership team to ensure that the Study Support program is aligned with whole School targets for improvement.
 - The Coordinator will manage the Study Support budget and report to the Leadership Team.
 - The Coordinator will be responsible for managing, developing and maintaining resources.
 - The Coordinator will liaise with the Local Authority and other organisations to further extend funding for Study Support.
 - The Coordinator will ensure that all staff and outside providers of activities maintain a high standard of teaching and learning and will provide appropriate professional development opportunities where necessary.
 - The Coordinator will be responsible for the continuous review of Study Support programmes in consultation with students and other stakeholders and will provide half-termly reports to the School's Leadership Team.
 - The Coordinator will monitor the progress of individual students and maintain relevant documentation.
 - At every Study Support session a register of the children attending will be taken and the Coordinator will be responsible for keeping a central register.
 - Parents/Carers and School Governors will be fully informed about Study Support by the Coordinator on a regular basis.
 - The Coordinator will evaluate the provision for Study Support alongside the designated member of the Leadership Team taking into consideration the views of the staff and students involved in each activity. The outcome of the evaluation, which will take place annually, will inform future planning.
- c. The School Newsletter will be used as a regular means of communication to the whole School Community.
- d. Form Tutors and Subject Teachers are expected to promote particular activities and encourage attendance.

References

1. *The Essential Guide to the Impact of Study Support*. Dfes 0248/2002.
2. *The Study Support Toolkit: Making it work for Schools*, Dfes 0163/2000
3. *Study Support: The Code of Practice for Secondary Schools*, Leicester, National Youth Agency, 2000.