



Mentoring Policy



Pre-Mentoring Intervention

- Mentors meet with DHT / HOY to identify pupils needing to be mentored and put on blue report, using data (whether it be progress data or behavioural data from SIMS).
- Mentors discuss with HOY any background information they need to be aware of.
- Mentors tell Lead Mentor who is being mentored the following week.
- Mentors send letter home informing parents their child is being mentored and is on mentoring report.

Collating Pupil Information

- This process should begin prior to pupils meeting with their mentor.
- Mentors should liaise with staff to collate specific subject and pastoral information.
- Mentors should regularly check their pupil progress via SIMS for any relevant pupil information that may affect the pupil's progress.
- Mentors should note anything pertinent from staff/blue report on electronic logs and discuss these with pupils at morning meetings.

Contact Home

- At the start of the mentor process letters will be sent home by Mentors detailing the reasons for mentoring, what it entails.
- Mentors should contact parents/carers by telephone/email with any issues related to pupil progress and keep logs of this on file via Mentor contact logs.
- If telephone/email contact for pupils has not been possible, Mentors should notify the Lead Mentor who will send a letter home.
- If Mentors feel insufficient progress is being made by pupils they may feel a meeting with parents/carers would be appropriate. The Lead Mentor and Head of Year should be informed and present in these cases.
- When a pupil is no longer going to be mentored, Mentors will make a phone call home to inform parents / carers of this and discuss progress that has been made.

Action Planning With Pupils

- Mentors should discuss staff information and targets with pupils. Action plans can be briefly recorded on Weekly review sheets or planners. Daily Mentor actions should be noted on the back of blue reports.

Record Keeping

- All Mentors have an electronic log which should be used to build the profiles of each pupil they have been working with:
 - Pupil information & Relevant background data
 - Log of weekly reviews
 - Targets set
- Mentors should complete their electronic records by the end of Monday lunch for the previous week.
- Mentors should also keep a paper file of all blue reports/contact logs/letters they receive.
- Mentoring support should be withdrawn gradually with pupils becoming aware of when their progress is leading to them being withdrawn from the mentoring system. This should be a positive time, with pupils becoming more independent again with their own progress.

Mentoring Pupils

- Mentees should report to their Mentor in the student reception at 8.45 each morning, and Mentors will give them their registration mark.
- Weekly targets should be SMART and based on returned subject information / feedback from HOYs. Mentors should record targets on blue report and electronic logs.
- Mentors should record on the blue report times and venues where they are expected to attend that week for mentoring/catch-up sessions.
- If pupils do not attend for mentoring, Mentors should investigate attendance issues and pupils to be punished accordingly.
- If pupil punctuality is of concern, then pupils will be instructed to report to their Mentors at 8.30. This supportive measure is in place to facilitate a prompt and organised start to the school day for all pupils.
- If Mentees are not responding to mentoring, or are demonstrating poor behaviour, Mentors should issue a sanction in accordance with the School sanctions policy. The Lead Mentor should be informed and if this continues, mentees will be expected to report to the Lead Mentor at the end of the school day.