

Intervention and Change of Level Policy 2024-25– Lossiemouth High School

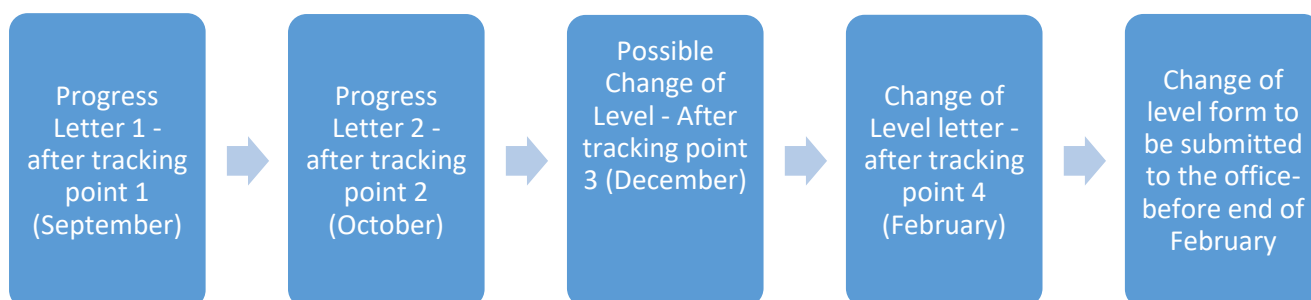
Aim 1: To ensure all our learners achieve certification in all the subjects they study in S4-6

Should a class teacher be concerned that a pupil might not pass a National Course, there are five stages to follow before a change of level will be actioned. The class teacher, Principal Teacher, Guidance teacher, DHT DHT Year Head and SQA Coordinator will be involved at various stages in this process, but all action will occur following the request of the class teacher.

As well as agreeing targets with the pupil at the start of the year, the class teacher will have regular learning conversations throughout the year so learners know how well they are progressing and what they need to do to improve further.

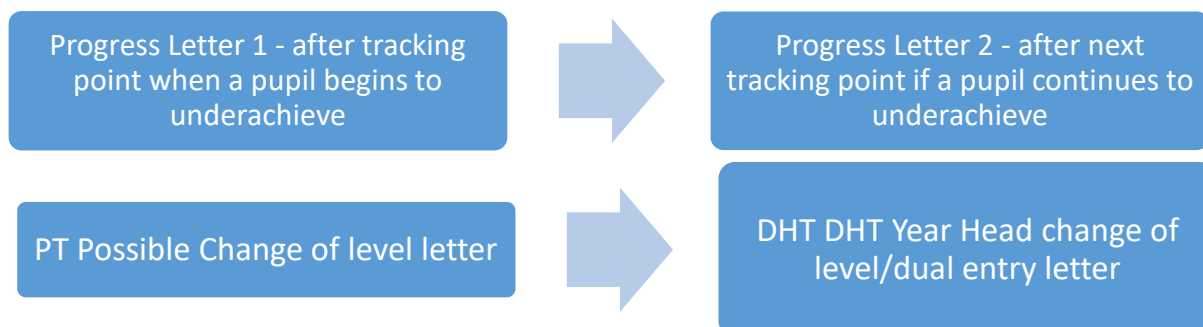
Teachers already give learners a lot of support and advice on how to improve, but parents are not always aware of the support and advice given, and/or may not know how they can best support their child. Letters home may assist in this process so parents are made aware of issues as early as possible and can work in partnership with the school to ensure their child can be successful. More importantly, they can begin a dialogue between school/home that can empower learners to succeed.

Although intervention letters can be sent at any point in the year, we would recommend letters be sent after the staff have entered their tracking at Senior Phase tracking points 1 (September), 2 (October), 3 (December) and 4 (February). This is to ensure the majority of the change of levels are all completed before the end of February and there will be sufficient time for learners to achieve at another level if the evidence shows they will not be successful at the original level of presentation.



Aim 2: To foster ambition and ensure our learners achieve their full potential

If teachers feel that a pupil is ‘coasting’ and should be attaining at a higher level, even if they are still on track to pass the course, they can still choose to send progress letter 1 and 2 to pupils and just adapt the language of the letters to make it clear they aren’t failing, but are underachieving. These letters should inform parents that pupils are not attaining as highly as they should do and advise what learners should do to improve further.



Aim 1: To ensure all our learners achieve certification in all the subjects they study in S4-6

Stage 1: Progress Letter 1 (posted letter)

- If a class teacher has a concern that a pupil may not pass a course or is significantly underachieving, progress letter 1 (appendix 1) should be amended if necessary and sent after the staff deadline for the first tracking report (September) informing parents of what pupils need to do to improve
- Class teacher to make pupil aware that progress level 1 is being sent to parents
- Class teacher to adapt Progress Letter 1 (appendix 1) and send to PT to check in first instance. Letter to be signed by class teacher
- Once PT has approved, PT to email Progress Letter 1 to DHT DHT Year Head also copying in the relevant Guidance teachers
- Once DHT DHT Year Head has approved, DHT DHT Year Head to email Progress Letter 1 to the office asking them to post to parents and save on the T drive in the interventions policy folder.

Stage 2: Progress Letter 2 (posted letter)

- Should there be no improvement by the next tracking report (October), class teacher to draft progress letter 2 (appendix 2) and send to PT for approval
- Letter should be signed by class teacher
- Class teacher to inform pupils that progress letter 2 will be sent to parents
- Once approved by PT, PT to send progress letter 2 to DHT DHT Year Head copying in the relevant Guidance teacher
- Once DHT DHT Year Head has approved, DHT DHT Year Head to send Progress Letter 1 to the office asking them to post to parents and save on the T drive in the interventions policy folder.

Stage 3: Possible Change of Level (posted letter)

- Should there be no improvement following progress letters 1 and 2, and pupils are not on track to pass after the next tracking point (December), class teacher to request PT to send possible change of level letter (appendix 3).
- Letter to be drafted and signed by PT
- PT to email draft of letter to DHT DHT Year Head copying in relevant guidance teacher(s)
- Once DHT DHT Year Head has approved, DHT DHT Year Head to send Progress Letter 1 to the office asking them to post to parents and save on the T drive in the interventions policy folder

Stage 4: Change of level letter (posted letter)

- Should there be no further improvement after progress letters 1 and 2, and possible change of level letter, and after prelim and February tracking, class teacher to inform PT and DHT DHT Year Head that change of level letter should be sent and advise of recommended level change (Nat 4, units only, dual entry)
- If PT agrees and progress letters 1, 2 and possible change of level letters have been sent, PT to email DHT DHT Year Head copying Guidance teacher to request that change of level letter should be sent
- DHT Year Head to draft change of level letter (appendix 4 for change of level, appendix 5 for dual entry letter)

- Letter should specify that if no contact is made by parents by a certain date, the change of level will be actioned
- DHT DHT Year Head to instruct office to post the letter home (copying SQA Coordinator, PTG and PT)
- Office to save letter in interventions folder on the T drive

Stage 5: Change of level form (DHT to complete and submit to office)

- Should parents not respond by the date given in the change of level letter, DHT DHT Year Head to fill in paper copy of change of level or dual entry form (appendix 6)
- DHT DHT Year Head give to the office copying SQA Coordinator, PTG and PT
- Office to make the change of level on seemis
- Office to return form to SQA Coordinator once change on seemis completed

Intervention/Change of level Process in a nutshell:

Class teacher drafts progress letter 1 if there are concerns after tracking period 1- approved by PT, DHT Year Head and emailed to parents

If no improvement by next tracking period, class teacher to draft progress letter 2. Once approved by PT and DHT Year Head, also emailed to parents

If still no improvement by next tracking point, class teacher to ask PT to send possible change of level letter. Once approved by DHT Year Head, to be posted to parents

If still no improvement, PT to request DHT Year Head to send Change of Level/dual entry letter to be posted to parents

If parents do not respond before the date given in the letter, change of letter is actioned (DHT DHT Year Head to complete change of level form and hand to office)

Exceptional circumstances level change – parental request

Sometimes, due to exceptional circumstances or medical reasons, parents may request that their child is withdrawn from a subject before the intervention policy process has been followed. If this is the case, the Guidance teacher/DHT DHT Year Head will complete a change of level/withdrawal form, advise teachers, and give to the office to complete the Exceptional Circumstances change of level/withdrawal (appendix 7).

Appendix 1

Stage 1 –Progress Letter 1

Dear

Course:

I am writing to inform you that I have concerns about *(Pupil's Name)* progress in the above course.

Unfortunately, *(Pupil's Name)* *has not kept up with the course work/is missing deadlines/has not been working to their full potential/is not focusing in class/is distracted in class and distracting others/is finding the work challenging* which means *they are currently not on track to pass/are underachieving*. As a result, I have spoken to *(Pupil's Name)* and have explained what they need to do to be more successful. It is important that they *complete the pieces of work listed below by (Date)/ fully focus in class/complete homework/attend supported study on (date)/complete work on Scholar/Achieve* to ensure they are likely to be successful in this course and level this year.

The SQA recommends that each learner complete at least 2 hours of additional study out with of class time for each National 5/Higher/Advanced Higher they are studying over the academic year. This means learners need to spend time at home to consolidate their learning in class if they are to achieve their full potential.

(Pupil's Name) has been made aware that this letter will be sent home.

If *(Pupil's Name)* is still unsure about what they need to do to improve, please encourage them to speak to me so I can help to guide them further.

I thank you in advance for your support. Should you wish to discuss this letter further, please contact your child's Guidance teacher.

Yours sincerely

Class teacher

Appendix 2

Stage 2: Progress Letter 2

Dear

Course (Subject Name and Level)

Following on from my previous letter on *(date)*, I am writing to inform you that *(pupil's name)* *has not completed the course work that they had outstanding/not improved their focus and/or behaviour in class/has not completed their homework/is still finding the work challenging/is not on track to pass the course/is still underachieving at this level.*

Should *(pupil's name)* *not complete this coursework/ not improve their focus and/or behaviour/not do further study at home*, they are at risk of *not passing the course/obtaining a much lower grade than what they are capable of achieving*. It is essential that they *complete the outstanding work by (date)/ focus and/or behave fully in class/catch up on the work they missed/work on Scholar or Achieve at home/attend supported study on (date).*

(Pupil's Name) has been made aware that this letter will be sent home.

If *(Pupil's Name)* is still unsure about what they need to do to improve, please encourage them to speak to me about this as a matter of urgency.

Please contact the school and ask to speak to *(pupil's name)* Guidance teacher if you have any questions.

Yours sincerely

Class teacher

Appendix 3

Stage 3– PT Possible Change of Level

Dear

Course:

Following on from the two previous letters on *(dates)*, I am writing to inform you that concerns remain about *(pupil's name)* progress in the course.

Unfortunately, *(pupil's name)* is still not on track to pass this course. Agreed targets following previous discussions about progress have not been met, and there is a risk that should they not *catch up/meet deadlines/complete homework* by the required date, which is *(insert date)*, they will be advised to withdraw from *National 5/Higher* and move to *National 4/National 3/National 5 Units only*.

It is now crucial at this stage in the course that *(pupil's name)* *catches up with these missed deadlines by (date)/focuses and behaves fully in class/attends supported study on (date)/consolidates their learning at home* otherwise they will be unlikely to be successful in their prelim and following on from this, we will advise them to change levels in the New Year. I am sure we have your support in encouraging *(pupil's name)* to apply themselves fully and prepare for the prelim so they can continue with and be successful in the course this academic year.

If there is anything you wish to discuss further then please do not hesitate to contact me.

Yours sincerely,

Principal Teacher

Appendix 4

Stage 4- Course change letter –Sent by DHT Year Head

Dear

Course: *(Subject name and Level)*

As you are aware from three previous letters from the *(subject name)* department, *(pupil name)* has struggled with *(subject/level)* this session. Unfortunately, despite a variety of interventions, your child has been unable to complete work to the required standard where they are likely to be successful in the exam.

For this reason, we recommend that your child be withdrawn from the *(subject/level)* exam this session. Instead, they should be presented for *National 4/units*. This is to ensure they can achieve accreditation in this subject this academic year.

If we do not hear back from you by *(date)*, we will proceed with this change of level.

Please do not hesitate to contact me at school should you wish to discuss this further.

Yours sincerely

DHT DHT Year Head

Appendix 5

Dual entry letter –Sent by DHT DHT Year Head

Dear

Course: *(Subject name and Level)*

As you are aware from two previous emails and a letter from the *(subject name)* department, *(pupil name)* has struggled with *(subject/level)* this session. While at this stage, we are unsure if *(pupil name)* will be successful in the exam, we would still like to give them a chance and hope that they will take on board the feedback given from their prelim to ensure they pass the final exam. However, to ensure they receive some accreditation in this subject area, we would also like them to complete *National 4 units/National 5 units/Higher units* in addition to sitting the exam. These units are all internally assessed in class and marked by class teachers – the school then inform the SQA when the units have been passed and pupils will later receive a certificate to show they have completed these units.

Pupils should be able to complete some of these additional units in their class time, but their class teacher may ask them to attend at lunchtime, after school or during study leave to ensure all work can be completed before *(date)*, which is the last date units can be resulted by schools and sent to the SQA for accreditation this academic year. If *(pupil's name)* is asked to do so, we would encourage them to complete these units out with of class time so their class time can be used to help prepare them for the final exam.

I am sure that we have your support so *(pupil's name)* can complete these units thereby ensuring they achieve certification in this subject area regardless of their performance in the final exam.

Please do not hesitate to contact me at school should you wish to discuss this further.

Yours sincerely

DHT DHT Year Head

Appendix 6 Stage 5

Change of Level/dual entry Form – DHT DHT Year Head

Pupil's Name:	Year:	Subject and Column:
Current Level:	New Level:	Dual Entry:

<u>Process undertaken</u>	<u>Yes</u>	<u>No</u>	<u>Reason if "no" is ticked</u>
Stage 1: Progress Letter 1 sent			
Stage 2: Progress Letter 2 sent			
Stage 3: Possible change of level letter			
Stage 4: Change of level letter sent and parents have not responded by the date given on the letter ...OR Dual entry letter sent			
Impact on pupil's attainment (e.g. no of Highers, Nat 5 they will achieve)			
Approved by DHT DHT Year Head (signature)			Date:

Office Staff to complete then return to SQA Coordinator

Seemis changes updated by office	Date:
Signed:	Date:

Appendix 7

Exceptional Circumstances Change of Level Form – PTG/DHT Year Head following parental meeting/request

Pupil's Name:	Year:		Subject and Column:
Current Level:	New Level or withdrawal:		Dual Entry:
Reason for change of level/withdrawal:			
<u>Process undertaken</u>	<u>Yes</u>	<u>No</u>	<u>Reason if "no" is ticked</u>
Stage 1: Progress Letter 1 sent			
Stage 2: Progress Letter 2 sent			
Stage 3: Possible change of level letter			
Stage 4: Change of level/dual entry letter sent			
Impact on pupil's attainment (e.g. no of Highers, Nat 5 they will now achieve)			
Approved by DHT DHT Year Head			Date:

Office Staff to complete then return to SQA Coordinator

Seemis changes updated by office	Date:
Signed:	Date:

Timeline for Intervention letters:

Intervention	Subject teacher action	PT action	DHT Year Head action	Office action
September progress letter window (after 1st tracking) Process begins Wednesday 5 September	Subject teachers to prepare progress letter 1 in response to concerns identified following first tracking window Email to PT for approval by Wednesday 11 September	PT to amend or approve and email to DHT Year Head copying PTG in email. To be emailed to DHT Year Head by Tuesday 17 September	DHT Year Head to review and approve then email to office by Friday 20 September	Office to save letter in intervention folder on T drive then post home to parents. Collate letters in one envelope if more than one letter to be sent to same pupil Letter be sent home by Tuesday 24 September
October progress letter window (after 2nd tracking) Process begins Thursday 24 October	Subject teachers to prepare progress letter 1/2 in response to concerns identified following second tracking window. Email to PT for approval by Thursday 31 October	PT to amend or approve and send to DHT Year Head copying PTG in email. To be emailed to DHT Year Head by Wednesday 6 November	DHT Year Head to review and approve then email to office by Monday 11 November	Office to save letter in intervention folder on T drive then post home to parents. Collate letters in one envelope if more than one letter to be sent to same pupil Letters to be sent by Thursday 14 November
December progress letter window (after 3rd tracking) Process begins Monday 2 December	Subject teachers to prepare progress letter 1 or 2 in response to concerns identified following third tracking window. If pupils have already had 2 progress letters, request PT to send PT possible change of level letter. Email to PT for approval by Monday 9 December	PT to amend or approve progress letters 1 or 2 and send to DHT Year Head copying PTG in email. To be emailed to DHT Year Head by Friday 13 December If pupils have already received 2 progress letters, PT to draft PT possible change of level letter and send to DHT Year Head by Friday 13 December	DHT Year Head to review letters and approve, then email to the office by Wednesday 18 December	Office to save letter in intervention folder on T drive then post home to parents. Collate letters in one envelope if more than one letter to be sent to same pupil Letters to be sent/posted by Friday 20 December

Intervention	Subject teacher action	PT action	DHT Year Head action	Office action
February progress letter window (after 4th tracking) Process begins Wednesday 5 February	Subject teachers to prepare progress letter 1 or 2 in response to concerns identified following the fourth tracking window and prelim If pupils have already received 2 letters, request PT to send possible change of level letter. If pupils have received 3 letters, email PT/DHT DHT Year Head to request stage 4 DHT Year Head change of level letter to be sent home Sent to PT for approval by Wednesday 12 February	If pupils have already received 2 progress letters, PT to draft PT possible change of level letter and send to DHT Year Head by Friday 21 February If pupils have already received 3 letters, including PT possible change of level letter, ensure DHT DHT Year Head has been emailed copying PTG requesting stage 5 change of level letter or dual entry letter be sent home Send to DHT Year Head by Friday 21 February	DHT Year Head to review letters 1/2/possible change of level letter and approve, then email to the office by Wednesday 26 February	Office to post all letters home by 28 February. The office should save all letters on intervention folder on T drive, and collate all letters for each pupil together to be posted home in one envelope. Parents to respond to change of level request by Friday 7 March if they disagree
Change of level forms			After deadline from parents, if no response received, DHT DHT Year Head to fill in and submit change of level form to office no later than Friday 7 March (or before if intervention policy has been followed)	Office to complete all changes of levels/course entries no later than Friday 14 March