

### Year 7 Tutorial Activities 2012/13

| Day      | Monday                                  | Tuesday                       | Wednesday           | Thursday                 | Friday                           |
|----------|---|-------------------------------|---------------------|--------------------------|----------------------------------|
| Activity | Lower School Assembly (PA Centre)/ AAC* | "Our World" - Current Affairs | Thought for the Day | SLT Assembly (PA Centre) | E.R.I.C/ Planner/ Homework check |

### Year 8 Tutorial Activities 2012/13

| Day      | Monday                           | Tuesday             | Wednesday                | Thursday                      | Friday                                  |
|----------|----------------------------------|---------------------|--------------------------|-------------------------------|---|
| Activity | Planner/ Homework check. E.R.I.C | Thought for the Day | SLT Assembly (PA Centre) | "Our World" - Current Affairs | Lower School Assembly (Main Hall)/ AAC* |

### Year 9 Tutorial Activities 2012/13

| Day      | Monday                  | Tuesday                  | Wednesday           | Thursday                                 | Friday                        |
|----------|-------------------------|--------------------------|---------------------|--|-------------------------------|
| Activity | Planner/ Homework check | SLT Assembly (PA Centre) | Thought for the Day | Middle School Assembly (Main Hall)/ AAC* | "Our World" - Current Affairs |

### Year 10 Tutorial Activities 2012/13

| Day      | Monday  | Tuesday                                 | Wednesday                      | Thursday            | Friday                   |
|----------|---------|---|--------------------------------|---------------------|--------------------------|
| Activity | Careers | Upper School Assembly (Main Hall)/ AAC* | Planner Check/Individual Study | Thought for the Day | SLT Assembly (PA Centre) |

### Year 11 Tutorial Activities 2012/13

| Day      | Monday                   | Tuesday             | Wednesday                               | Thursday         | Friday                            |
|----------|--------------------------|---------------------|---|------------------|-----------------------------------|
| Activity | SLT Assembly (Main Hall) | Thought for the Day | Upper School Assembly (Main hall)/ AAC* | Individual Study | Coursework/ Exam skills & Careers |

\*AAC – Attendance and Achievement Celebration

## Tutorial Activities at Esher High School 2012/2013

### Guidance Notes

#### The role of the Form Tutor (also see tutor pack)

The job of the Form Tutor is vital to the care, support and guidance of all our students. As a form tutor you are a student's first port of call, member of staff who knows them and their parents/guardian best and have the clearest understanding of their overall academic and personal development. The following will assist you in being a successful form tutor;

- Be on time, be a punctual role model
- Meet and greet students – You may be the first adult who has smiled and said 'hello' to them that morning
- Ensure a calm, positive and purposeful atmosphere – this will set the 'tone' for the day
- Have high expectations of your tutees and challenge when these are not achieved
- Take lesson monitor at the start of registration and record late students up to 9.05
- Ensure tutorial activities are planned and resources available
- Establish and maintain tutorial routines for activities, assemblies etc this ensures students are secure, organised and aware of the expectations
- Ensure tutorial information is displayed and up to date, read out all notices and collect and return your green tutorial folder in the morning to reception
- Discuss any student who is a cause of concern with the relevant member of staff, if in doubt seek advice from HoS or your Line Manager

#### Assemblies

Students have 2 assemblies per week in year groups. SLT assembly is led by a member of the Leadership team usually based around the Thought for the Day topic, these take place in the PA Centre. In addition, each year group has a weekly assembly in the Main Hall taken by HoS, Lead Tutor or visiting speaker, these are based on the school weekly focus and specific year group issue. Please assume assemblies are ON unless advised to the contrary by SLT or HoS.

#### Planner/Homework Check

This is a vital weekly role of the form tutor and allows setting and handing in of home work to be monitored across the curriculum. Tutors are expected to check and sign each student's planner and ensure parents/guardians are also checking and signing weekly. Students should be made aware of their homework timetables. Any concerns regarding homework should be discussed with the student/parents in the first instance. In KS4, this time also allows time for careers/work experience sessions and/or individual study.

#### E.R.I.C – Everyone Reading In Class

A weekly opportunity for students to read quietly. Students are expected to bring a reading book in for this purpose and have access to the LRC in order to arrive prepared. Successful use of this time has also included students reading newspapers, journals and suitable magazine. The time also allows tutors to read with students and promote reading as a fun and enjoyable activity.

#### Attendance and Attainment Celebration (AAC)

On a fortnightly cycle with the HoS assembly tutors should celebrate individual achievements in class in relation to attendance and achievements. League tables will be produced to encourage students to compete with one another for a termly prize. These league tables will be updated fortnightly and will exist both for attendance and achievement points.

### Thought for the Day

This is delivered as part of the schools social, moral, spiritual and cultural provision and supports the SLT assembly themes. Staff are provided with materials for this session and it is an opportunity for your tutor group to broaden their horizons, challenge their and others thinking and explore the world around them. The following are some useful tips for TFTD;

1. Read the provided sheet in advance. It is usually very obvious if this is being done cold and diminishes its effect.
2. Some of the most successful examples have been when staff do not read the main text to students but use their previous reading of it to customise it with far more spontaneity.
3. Avoid setting this as a task while you get on with something else. Observed examples of this have resulted in virtually no meaningful discussion amongst students and a large amount of off-task and inappropriate talk.
4. Include students as much as possible as you would in a normal lesson. Try not to make it too teacher orientated. If students are apathetic then pick on individuals to jog them to life.
5. Customise the theme to suit your own personal style. Observed examples of this have been very good indeed. Including personal anecdotes can be very successful
6. Drip feed where appropriate by picking up aspects of this at different times during the week. You do not have to confine it only to the designated time
7. Look motivated. Staff who look like they are going through the motions are not going to inspire their tutees and get a good discussion going
8. Keep within the spirit of the topic in terms of a moral / religious focus.
9. On some occasions staff have used simple but effective visual material as springboards to elucidation and discussion
10. Please give constructive feedback and suggestions so we can ensure you are provided with the best stimulus materials. (J. Green)

### Fire Drills

Your duty as a form tutor is to ensure that your tutor group is accounted for and have congregated in the correct area of the playground. You are expected to ensure your group are lined up, in alphabetical order and in silence while you take the register provided. The register should be returned to you HoS or designated member of staff and you must alert them to any known absences. Continue to be proactive in maintaining silence amongst your tutor group. Your group will only be dismissed by a senior member of staff once the cause of the alarm has been established.

### Summary

Overall, tutorial time should be an organised, purposeful and productive start and end to the day during which the school expectations are reiterated to your tutor group. The group should be dismissed in a calm and orderly fashion briskly moving to their first lesson. It is important to remember that as a form tutor you will and do make a huge difference to the start of each student's day and as such a positive experience is beneficial for their learning and success but also for our community as a whole.