



ACADEMIC GUIDANCE PROGRAMME

Statement of Aim:

The aim of this procedure is to have students fully benefit from the academic opportunities provided for them. They are expected to show academic performance to meet the standards which will support their future higher education plans.

Rationale:

The purpose of an Academic Guidance Programme is to alert the student, parent and the institution to difficulties associated with the student's academic performance and to recommend or implement strategies for improvement.

Guidelines:

1. Students will be placed on Academic Guidance if:
 - a. Receive 60% or less on their progress/report cards at the end of a semester; or less than 50% in an examination.
 - b. Are considerably behind in completing class work and assignments;
 - c. Have difficulty in being prepared and organized for classes.
2. The teacher will refer the student to the deputy for Academic Guidance when the first signs of underachievement are noticed.
3. A meeting will be scheduled with the Teacher/s, the deputy and the Counsellor. Academic goals and duration for the Guidance will be set and options will be provided for the student for improvement.
4. A letter will be sent home from Administration to parents/guardians to address the academic procedures being followed and asking for their cooperation on specific issues if necessary.
5. Progress on the attainment of the student's academic goals will be reported to parents regularly. The teachers will identify the student's areas of improvement and areas needing further strengthening to the counsellor. The counsellor or deputy will then update the student's parents.
6. When a student is placed on Academic Guidance, every effort will be made to assist the student by the Teachers, Counsellor and the Deputy.
7. Students are expected to make every effort to improve their academic performance while on Academic Guidance.
8. Students will remain on Academic Guidance for a semester or for as long as their teachers, deputy and Administration recommend. The criteria for being removed from Academic Guidance will include a student consistently meeting his/her academic goals.