

1:1 Student Check-In Policy

1. Purpose

This policy establishes a structured system for 1:1 student check-ins to monitor wellbeing, engagement, and academic progress, and identify at-risk students early.

2. Scope

Applies to all students (Grades 1–12) and all teaching staff.

3. Definitions

- Check-In: A structured one-to-one meeting between a teacher and student.
- Check-In Teacher: Assigned teacher responsible for monitoring students.

4. Guiding Principles

- Every student must be seen, heard, and supported.
- Check-ins must be structured and recorded.
- Each student has one responsible teacher.
- Focus on academic and wellbeing support.

5. Roles and Responsibilities

- Leadership: Monitor implementation and review weekly.
- Check-In Teacher: Conduct and record check-ins.
- Subject Teachers: Share concerns and updates.
- Students: Participate and follow agreed actions.

6. Frequency

- Cycle 1: Once every 2 weeks (recommended weekly).
- Cycle 2: Weekly (mandatory).
- Cycle 3: Weekly (mandatory).
- At-risk students: Minimum twice weekly.

7. Duration

- Cycle 1: 10 minutes
- Cycle 2: 10–15 minutes
- Cycle 3: 15 minutes

8. Structure

- Wellbeing
- Learning understanding
- Progress and next steps

9. Scheduling

- During independent work time
- During project sessions
- Dedicated advisory periods

10. Documentation

- Record student details and date
- Identify learning gaps
- Record actions and follow-up

11. At-Risk Identification

- Frequent absence
- Low engagement
- Declining performance
- Wellbeing concerns

12. Monitoring

- Weekly leadership review
- Sampling of check-ins
- Feedback to teachers

13. Escalation

- Report concerns to leadership
- Refer to Student Welfare Lead
- Contact parents if needed

14. Compliance

Failure to follow this policy may result in non-compliance with ADEK expectations.

15. Review

This policy will be reviewed annually.