



Professional Embroidery Tutor Programme Fitness to Study Policy

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This policy reflects legislation and official guidance at the time it was last reviewed. Any changes in legislation will take precedence over anything printed in this policy.

Professional Embroidery Tutor Programme Fitness to Study Policy

At The Royal School of Needlework, we are committed to providing a supportive and inclusive learning environment where all students can thrive academically, emotionally, and physically. Our Fitness to Study Policy outlines our approach to supporting students' well-being and academic success by addressing concerns related to their ability to engage effectively in their studies.

Definition of Fitness to Study: Fitness to study refers to a student's physical, mental, and emotional readiness to engage in their academic programme and meet the demands of their coursework. This includes the ability to attend classes regularly, participate in learning activities, complete assignments, and engage positively with peers and staff.

Guiding Principles:

1. **Student Well-being:** We recognise that student well-being is paramount to their academic success. The Royal School of Needlework is committed to promoting a culture of well-being and providing support to students facing challenges that may impact their ability to study effectively.
2. **Supportive Environment:** We strive to create a supportive and inclusive environment where students feel comfortable seeking assistance and accommodations when needed. We encourage open communication and collaboration between students, faculty, and relevant parties to address concerns and provide appropriate support.

Identifying Concerns: Concerns about a student's fitness to study may arise from various sources, including but not limited to:

- Reports from academic staff regarding attendance, performance, or behaviour.
- Self-disclosure by the student regarding physical or mental health challenges.
- Reports from peers, family members, or support networks expressing concerns about the student's well-being.

Procedures for Addressing Concerns:

1. **Initial Assessment:** When concerns about a student's fitness to study are raised, the institution will conduct an initial assessment to gather information and determine the appropriate course of action. This may involve meeting with the student, academic staff, and other relevant parties to discuss the concerns and explore potential solutions.

2. **Supportive Interventions:** Depending on the nature of the concerns, supportive interventions may be implemented to assist the student in overcoming barriers to their academic success. These interventions may include:
 - Providing academic guidance and mentoring by RSN staff and tutors.
 - Offering study skills workshops or resources to enhance the student's academic or technical performance.
 - Collaboratively developing a support plan outlining accommodations and strategies for managing challenges.
3. **Ongoing Monitoring:** The Royal School of Needlework will monitor the student's progress and well-being following the implementation of supportive interventions. Regular communication between the student and academic staff will ensure that the student receives appropriate support and accommodations as needed.

Confidentiality and Privacy: All information related to a student's fitness to study will be treated with the utmost confidentiality and privacy. Disclosure of information will be limited to individuals directly involved in the assessment and support process on a need-to-know basis.

Appeals Process: If a student disagrees with a decision regarding their fitness to study or the support provided, they may submit an appeal in writing to the Director of Education. The appeal should include a statement outlining the grounds for the appeal and any supporting documentation. The Director of Education will review the appeal and render a decision, which will be communicated to the student in writing within a reasonable timeframe.

Conclusion: At The Royal School of Needlework, we are committed to supporting the well-being and academic success of all our students. Our Fitness to Study Policy reflects our dedication to promoting a culture of well-being, inclusivity, and support, and outlines the procedures for addressing concerns related to students' ability to engage effectively in their studies.