

## LFS Process for Sharing Information About Vulnerable Students

### 1. Personal Tutors

All students on validated programmes at the London Film School (LFS) are assigned a Personal Tutor who is their first point of contact if they have any problems, concerns or feedback. The Personal Tutor role goes beyond academic matters; they also support students on personal matters.

Meetings are scheduled twice each term, normally on Thursdays in weeks 3 and 9, but students can schedule meetings with their Personal Tutors outside those days as well.

Personal Tutors normally remain with the student throughout their programme which enables them to monitor the progress and performance. This also provides continuity across the entire length of the programme which enables LFS to more easily identify students at risk (both on an academic and personal level).

Confidential notes of Personal Tutor meetings in week 3 and 9 are kept and recorded centrally.

### 2. Course Leaders and Term Tutors

Course Leaders are assigned to both the MA Filmmaking and MA Screenwriting. They provide oversight over the programmes and are an additional point of contact for the students.

Together with the students' Personal Tutors, Course Leader ensure continuity in monitoring students' progress and performance, and are a point of contact for staff who have concerns about students (both of an academic and personal nature) and consider them to be at risk.

### 3. MA Filmmaking Term Tutors

The six terms of the MA Filmmaking programme are overseen by Term Tutors. They are responsible for and oversight over the day-to-day activities of the terms, students' progress and assessments.

Term Tutors work in closely with the Course Leader and, if required, also the Personal Tutors.

They are a further point of contact for students, usually for academic matters, and are in close contact with students in their term. This enables them to highlight any concerns, including students at risk, and discuss them with the appropriate members of staff.

### 4. Process for Sharing Information Internally

#### 4.1. MA Filmmaking

Staff of the MA Filmmaking programme, including Personal Tutors and Term Tutors meet fortnightly to discuss matters pertaining to the course. This also presents an opportunity to raise concerns about students or groups of students with other members of staff involved in the delivery of the course.

Outside those meetings, either report concerns either to their line manager who will report them to the Academic Registrar, or the Academic Registrar directly.

#### 4.2. MA Screenwriting

The MA Screenwriting is a relatively small programme with around 20 students every year. The Course Leader is familiar with all students and therefore able to identify concerns and report them to the Academic Registrar directly.

Staff on the MA Screenwriting programme, many of whom also act as Personal Tutors, are in regular contact with the Course Leader and also have three meetings throughout each term (weeks 0, 6, and 13).

#### 4.3. Academic Registrar

Any concerns escalated to the Academic Registrar will be considered for further action. This could include, but is not limited to, referring students to an external counselling service, their GP or, if required, to the Channel programme.

### 5. Version Control

Version Number	Changes	Author, Title	Date
0.1	-	Philip Ramge, Academic Registrar	20/04/2016
1.0	Approved by Leadership Group	-	17/05/2016
1.0	Reviewed by Academic Board; no changes made	-	13/03/2018