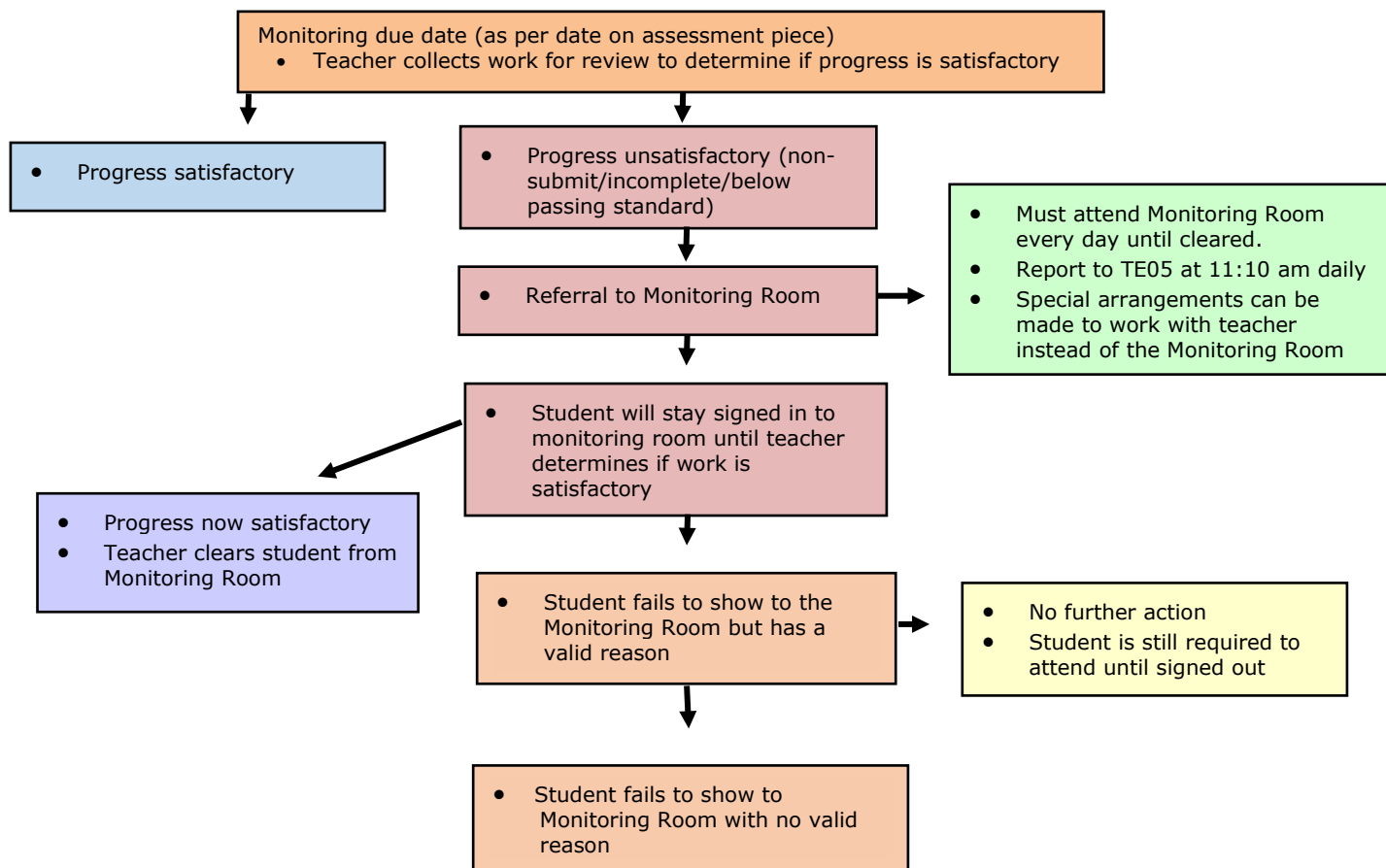


MONITORING ROOM PROCESS Year 7 - 8

Students who have not submitted sufficient work to meet monitoring expectations are referred to the Monitoring Room.



Points to note:

- (1) Once assessment due date arrives, student will be removed from Monitoring Room.
- (2) Monitoring Room processes for PL students act independently of school Monitoring Room – will operate same as they currently do.

No Show to Monitoring Room

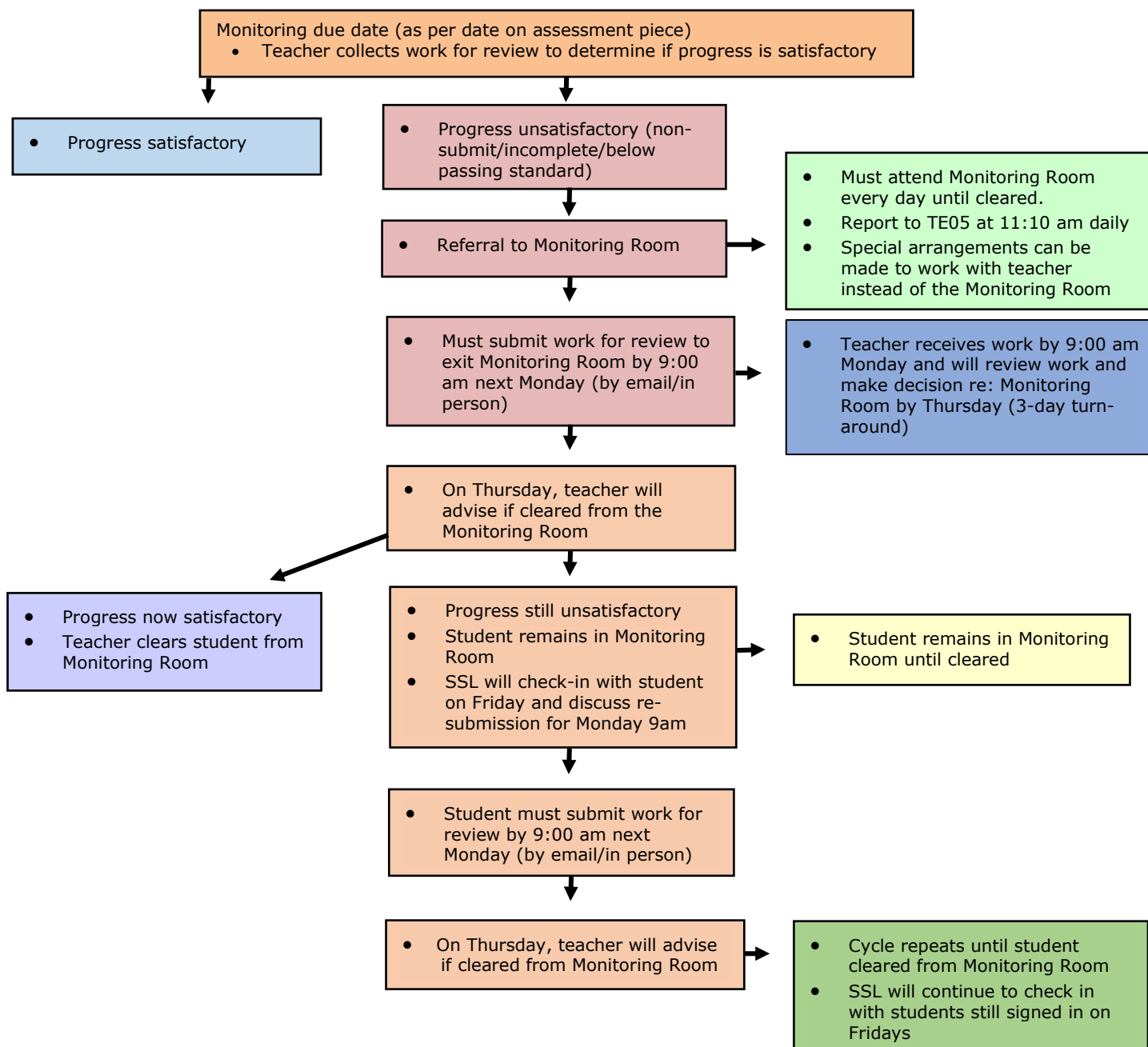
- Any no show to the Monitoring Room is referred to SSL for management/action.
 - (1) **First No Show** → Student receives warning note to be completed by referred class teacher. Text sent to parent/carer for overnight grace period to complete work and be signed out by period 2 next day.
 - (2) **Consequence for non-completion** – Support Hub attendance at first lunch for two weeks, peer leader assigned to support student with overdue work.
 - (3) **Second No Show** → Student receives warning note to be completed by referred class teacher. Text sent to parent/carer for overnight grace period to complete work and be signed out by period 2 next day.
 - (4) **Consequence for non-completion** – Support Hub attendance at first lunch for two weeks, peer leader assigned to support student with overdue work.
 - (5) **Third No Show** → Student receives warning note to be completed by referred class teacher. Text sent to parent/carer for overnight grace period to complete work and be signed out by period 2 next day.
 - (6) **Consequence for non-completion** – Assigned to Support Hub Weekly Withdrawal Room
 - (7) **Fourth No Show** → Student receives warning note to be completed by referred class teacher. Text sent to parent/carer for overnight grace period to complete work and be signed out by period 2 next day.
 - (8) **Consequence for non-completion** – Assigned to Support Hub Weekly Withdrawal Room
 - (9) **Fifth No Show** → Student receives warning note to be completed by referred class teacher. Text sent to parent/carer for overnight grace period to complete work and be signed out by period 2 next day.
 - (10) **Consequence for non-completion** – Saturday detention x1
 - (11) **Sixth No Show** → Student receives warning note to be completed by referred class teacher. Text sent to parent/carer for overnight grace period to complete work and be signed out by period 2 next day.
 - (12) **Consequence for non-completion** – SSL case management Discipline Improvement Plan

MONITORING ROOM PROCESS

Year 9

Transitioning to tighter rules similar to Year 10-12

Students who have not submitted sufficient work to meet monitoring expectations are referred to the Monitoring Room.



Points to note:

- (1) Once assessment due date arrives, student will be removed from Monitoring Room.
- (2) Monitoring Room processes for PL students act independently of school Monitoring Room – will operate same as they currently do.

Absent on Monitoring Due Date

- (1) Students absent on due date are required to submit their monitoring draft by email or in person (via office).
- (2) Failure to submit your monitoring draft on due date results in automatic referral to Monitoring Room.
- (3) You can submit a medical certificate to SSL HOD for immediate clearance from the Monitoring Room on your return and/or you can apply contact the HOD for a formal extension – if granted you will be cleared from the Monitoring Room.

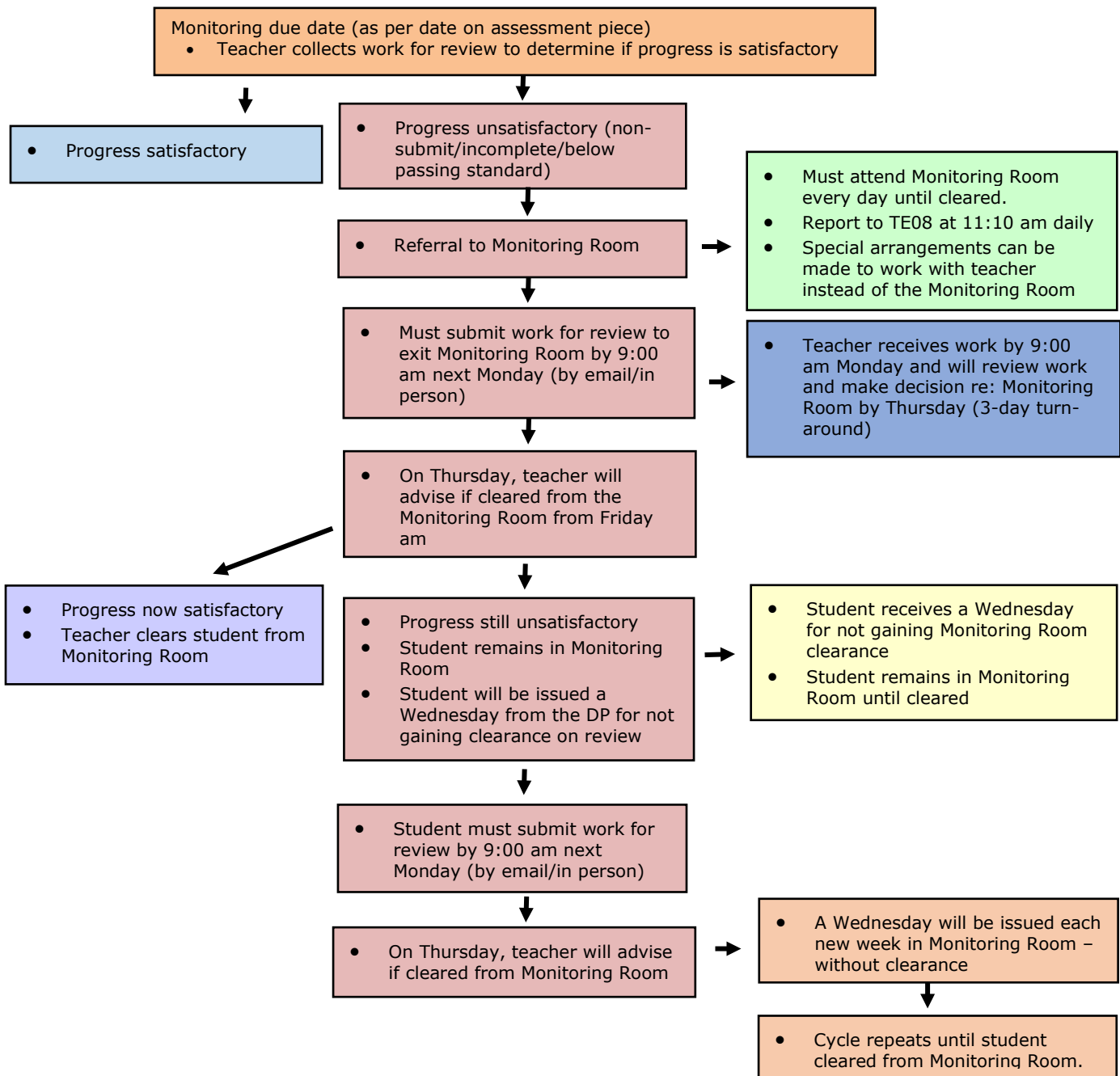
No Show to Monitoring Room

- Any no show to the Monitoring Room is referred to SSL for management/action.
 - (13) **First No Show** → Loss of Wednesday x 1
 - (14) **Second No Show** → Loss of Wednesday x 2
 - (15) **Third No Show** → Saturday detention x 1
 - (16) **Fourth No Show** → SSL case management Discipline Improvement Plan

MONITORING ROOM PROCESS

Year 10 – 12

Students who have not submitted sufficient work to meet monitoring expectations are referred to the Monitoring Room.



Points to note:

- (1) Once assessment due date arrives, student will be removed from Monitoring Room.
- (2) Diploma (Business) runs its own Monitoring Room process independent of school Monitoring Room.
- (3) Monitoring Room processes for PL students act independently of school Monitoring Room – will operate same as they currently do.

Absent on Monitoring Due Date

- (4) Students absent on due date are required to submit their monitoring draft by email or in person (via office).
- (5) Failure to submit your monitoring draft on due date results in automatic referral to Monitoring Room.
- (6) You can submit a medical certificate to your year level DP for immediate clearance from the Monitoring Room on your return and/or you can apply contact the HOD for a formal extension – if granted you will be cleared from the Monitoring Room.

No Show to Monitoring Room

- Any no show to the Monitoring Room is referred by SSL to DP for management/action.
 - (17) **First No Show** → Loss of Wednesday x 1
 - (18) **Second No Show** → Loss of Wednesday x 2
 - (19) **Third No Show** → Saturday detention x 1
 - (20) **Fourth No Show** → Cancellation of Enrolment

Privileges Requirements

Number of Wednesdays allowed to retain access to Jerseys/Formal is 6 or more

