

MONITORING ROOM PROCESS

Year 7 – 12

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

Overview

- Teacher issues lunch-time referral to Monitoring Room after checking draft assessment work. Teacher informs student they are in the monitoring room as at the next school day. (First lunch each day commencing at 11:10 am → 25 minutes duration, allowing time for lunch/toilet beforehand.)
- Each student is given a second chance (overnight grace period) from the time of referral to monitoring room, before needing to attend. During this time students can complete the outstanding work and submit to their teacher for clearance from the monitoring room. This then negates the students need to attend the monitoring room. A student who fails to catch up the outstanding work in this overnight grace period is required to attend the monitoring room.
- Monitoring Room text message sent to parent/caregiver by Student Services at 3.30 pm.
- Student remains in Monitoring Room until cleared by teacher based on sufficient work completed.
- ** *No Department of Education verified special education students will be referred to the monitoring room without Administration approval.*
- *** Year 9-12 students who have not been cleared from the monitoring room by Friday each week will be required to attend the following (Wednesday) Study Day as a mandated catch-up day for failing to stay on top of their senior study requirements.
- **** Students are reminded in form each day if they are required to attend the monitoring room that day.

- Student completes Monitoring Room Referral
- or
- Student 'cleared' from the Monitoring Room by teacher.

- No further action

- Student fails to show to the Monitoring Room but has a valid reason.

- No further action

- Student fails to show to Monitoring Room with no valid reason for not going.

Years 7 – 8

- First No-Show → Student receives written signed warning, a copy placed on OneSchool.
 - ❖ Text sent to parent/caregiver. Student given overnight (second chance) to complete outstanding work and get signed out.
 - ❖ Consequence if not signed out by next day is referral to the Weekly Withdrawal Room.
- Second No-Show → Student receives written signed warning, a copy placed on OneSchool.
 - ❖ Text sent to parent/caregiver. Student given overnight (second chance) to complete outstanding work and get signed out.
 - ❖ Consequence if not signed out by next day is referral to the Weekly Withdrawal Room.
- Third No-Show → Student receives written signed warning, a copy placed on OneSchool.
 - ❖ Text sent to parent/caregiver. Student given overnight grace period to catch-up outstanding work and be cleared from the Monitoring Room.
 - ❖ Consequence if not signed out by next day. Loss of first and second lunch breaks for 2 weeks in Support Hub or until signed out of the Monitoring Room. Text sent to parent/caregiver. A student peer leader will be allocated and attend the Support Hub each break to support the student (1-1) and ensure outstanding work is caught up.
- Fourth No-Show → Student receives written signed warning, a copy placed on OneSchool.
 - ❖ Text sent to parent/caregiver. Student given overnight grace period to catch-up outstanding work and be cleared from the Monitoring Room.
 - ❖ Consequence if not signed out by next day. Loss of first and second lunch breaks for 2 weeks in Support Hub or until signed out of the Monitoring Room. Text sent to parent/caregiver. A student peer leader will be allocated and attend the Support Hub each break to support the student (1-1) and ensure outstanding work is caught up.
- Fifth No-Show → Student receives written signed warning, a copy placed on OneSchool.
 - ❖ No consequence if signed out by next day. Student given overnight grace period. Text sent to parent/caregiver.
 - ❖ Consequence if not signed out by next day is a 3 day suspension.
- Sixth No-Show → Referred for Monitoring Room Case Management by Principal or Deputy Principal.
 - ❖ All subsequent Monitoring Room no shows – SSL to refer to Administration Case Manager.
 - ❖ Personalised learning plan developed through District Office Behavioural Support Unit.
 - ❖ Student mandated weekly lunchtime Guidance Officer appointments.
 - ❖ Twice weekly parent/caregiver meetings to plan and partner for success.
 - ❖ Teacher engagement in plan.
 - ❖ Peer leader mentoring both breaks daily.

Year 9 – 12

- First No-Show → loss of one Wednesday Study Day.
- Second No-Show → loss of two Wednesday Study Days.
- Third No-Show → loss of first and second lunch breaks for 2 weeks in Support Hub or until signed out of Monitoring Room.
- Fourth No Show → one Saturday Detentions.
- Fifth No Show → two Saturday Detentions.
- Sixth No Show → cancellation of enrolment process initiated.