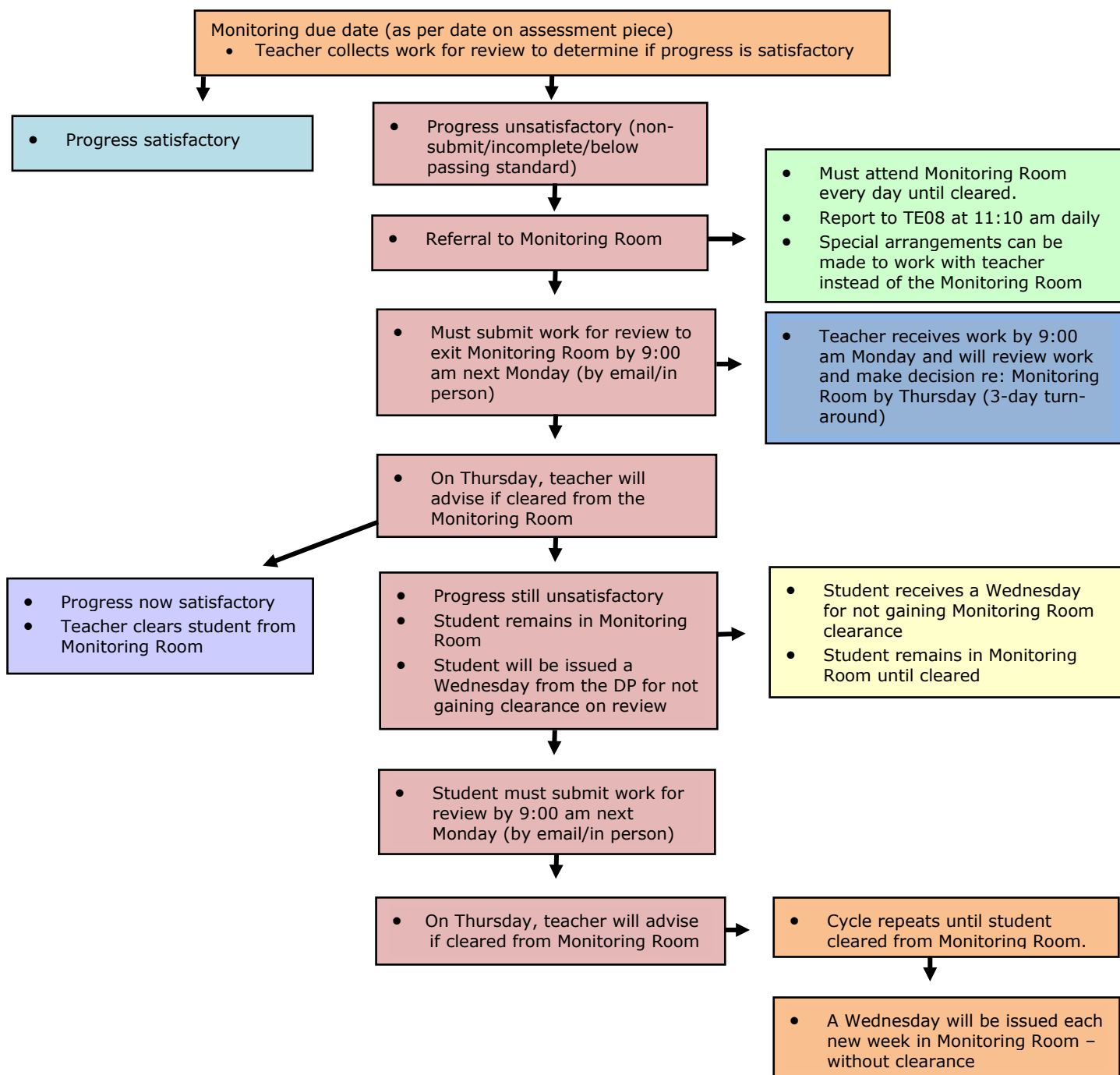


# MONITORING ROOM PROCESS

## 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

- (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 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.
  - (1) First No Show → Loss of Wednesday x 1
  - (2) Second No Show → Loss of Wednesday x 2
  - (3) Third No Show → Saturday detention x 1
  - (4) Fourth No Show → Cancellation of Enrolment

### Privileges Requirements

- Number of Wednesdays allowed to retain access to Jerseys/Formal has increased from 4 to 6