

MONITORING ROOM PROCESS

Year 7 – 9

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

Overview

- Teacher creates referral list after checking draft assessment work. Teacher informs student they are in the monitoring room as at the next school day subject to the student response to the agreed grace period. (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 after informed by teacher) before needing to attend the Monitoring Room. During this time students can complete the outstanding work and submit to their teacher. Their teacher will delay referral to Monitoring Room until work has been reviewed. If unacceptable student will still be required to attend the monitoring room. A student who fails to catch up or submit work for review is still 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.
- Students are reminded in form each day if they are required to attend the monitoring room that day.
- If student is absent, student must hand in work on first day they return, they will still be referred to monitoring room. Students can email work on the draft due back date to avoid referral to monitoring room. Email HOD/Teacher for extension or produce a medical certificate – this means no referral to monitoring room.
- If a student is in the monitoring room and wants to be cleared, they need to submit the completed work to their teacher. From the time the student submits the work for review, the teacher has 2 full days to review work and determine if cleared. Students are expected to still attend monitoring room in that time.
- SSL's seeking clarification will use a proforma that states
 - Student work checked and is up-to-date → cleared.
 - Student work checked and is not up-to-date → remains in monitoring room.
 - Student has submitted work – still in 48-hour review period → not cleared and needs to still attend monitoring room.
 - Student has not submitted any work and should still be in monitoring room and student was told they were in monitoring room and ID Attend (text sent home via office).

- 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 (Year 9 transitioning to tighter rules similar to Year 10 – 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.