Senior Schooling Policy

Compulsory Participation Phase

WHY
Students who have completed Year 10 or who have turned 16 are required to participate

- For 2 years beyond year 10 or
- Until they have gained a Senior Certificate or
- Until they have gained a Certificate III or
- Until they turn 17.

During this period, a young person must enroll in one or more eligible options and participate full time. It will be an offence for Parents/Guardians/careers to fail to ensure participation in one or more of these options.

The employing community is placing higher demands on our young people as they leave school for employment. Employers want students to have qualities such as work ethic, punctuality and a commitment to their business. This policy endeavours to encourage and enforce these standards.

WHAT DOES IT MEAN
It requires all students in Year 11 and 12 to be actively engaged in learning or training or both. For students to achieve this goal, it requires them to have;

- Satisfactory attendance and punctuality
- Satisfactory participation in the subject, including behaviour and assessment.

Truancy
Truancy is defined as any non-attendance to a class when the normal timetable is in operation EXCEPT where the student has seen their teacher to explain that their absence is due to legitimate illness or legitimate school business, such as:

- on an excursion or camp
- Senior Leader duties
- industry placement/work experience;
- Representing the school at a function, sporting event, etc.
- alternative program (TAFE)

RESPONSIBILITIES
A student is responsible for:

- completion of assessment items
- appropriate behaviour and work ethics
- As members of the Senior School, students have a special responsibility to conduct themselves as leaders and models for students in the junior grades. Senior students are expected to model correct uniform, live out the school’s motto and its values for others in the school and community to see.

ONGOING RESPONSIBILITY OF STUDENTS

- To take responsibility for their own attendance/non-participation and make increased use of the Student Service facilities such as Year Coordinators, Guidance Officers, and Administration.
- To keep documentation of all absences and non-participation periods. This includes sickness, medical certificates, camp forms, excursion forms, etc., in the event that they are needed for an appeal.
- To maintain lines of communication by attending year assemblies, form meetings and
collecting the school newsletter.
- To maintain satisfactory progress including catching up with work that has been missed during absences.
- In the case of a non-participation period being marked against their name, to approach the teacher concerned to negotiate what needs to be done for this to be repealed.

RESPONSIBILITIES OF STUDENTS WITHDRAWN FROM A CLASS
- During such times, students must accept full responsibility for their behaviour. The student is responsible for negotiating with a Deputy Principal for class reentry.
- At no stage will students be allowed to roam the school or act in such a way that disrupts other classes.

COMMUNICATION
To ensure that adequate communication between senior students and the various groups at school occurs, students are requested to:
- Attend class on time each day where Student Notices will be read. Repeated absences will lead to sanctions, i.e. detentions.
- Read the Newsletter, which is distributed fortnightly.

STUDENTS WITH STUDY PERIODS
Students who are on study periods must be able to show their pass when asked. They must sit in the designated area. If they lose or forget their pass they must report to the administration office. Students on study period in Lesson 1 must sign in at the Senior Student Services Centre office.

ABSENCES
If a student is absent they must negotiate with their teacher to catch up on work missed, or perhaps prearrange a work contract. The purpose is twofold. Firstly teachers and students are clear about what constitutes an absence and secondly students must maintain an awareness of their responsibility to their learning program.

The Study Process and Expectations

Maximising your time to complete your Senior Studies

Who is eligible for a study?
The expectation of a Senior student at Gympie State High School is that you are engaged in a normal study load of six subjects or the equivalent. For example a student can be enrolled in a TAFE links course and studying five subjects at school.

Students will only be considered for a study if they meet one of the following requirements:
- Participating in a TAFE/School Links course
- Enrolled in a TAFE course through another Registered Training Organisation
- Participating in a School Based Apprenticeship or Traineeship (SAT)
- Special Circumstances (medical, Representative sporting, etc)

Students don’t receive “Spares” at Gympie SHS. Students are expected to catch up on missed school work and work through competencies attached to the course of study.
How do you apply for a study?
Students who are eligible for a study are required to complete the following points prior to being issued with a study;

- Complete a subject change form that is signed by you and your parents
- If you are participating in either the TAFE Links or a SAT, in addition to completing the subject change form, your will need to complete either the TAFE Links or SAT Form that can be collected from Liza Cameron at the Senior Student Service Centre
- If you have enrolled in a TAFE course through another Registered Training Organisation, you will need to provide the school with a copy of your ‘Confirmation of enrolment’
- You may be required to have an interview with the Deputy Principal – Senior School to further clarify your request for a study

NOTE: You are required to stay in your timetabled classes until your study has been approved and you have been issued with a new timetable.

Your Responsibilities whilst on Supervised Study (Year 10 & 11)
All students who are eligible for a study will be in a supervised class. Some supervised study lessons may be in classes of a different year level (eg. A year 10 student may have a supervised study in a Year 12 class). Students on a supervised study must adhere to the following responsibilities;

<table>
<thead>
<tr>
<th>Responsibilities</th>
<th>Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Go directly to the lesson making sure you are on time, with your resources, and a willingness to work</td>
<td>You will be dealt with by the teacher according to the consequences of our Responsible Behaviour</td>
</tr>
<tr>
<td>independently</td>
<td>Plan</td>
</tr>
<tr>
<td>Your supervised study teacher will mark you present in ID attend like normal</td>
<td>If you do not arrive and present at school, you will be referred to HOD Senior Schooling</td>
</tr>
<tr>
<td>(90% attendance – Every Lesson Counts)</td>
<td></td>
</tr>
<tr>
<td>During this lesson your teacher is responsible for you and you are required to follow their instructions</td>
<td>You will be dealt with by the teacher according to the consequences of our Responsible Behaviour</td>
</tr>
<tr>
<td>as normal</td>
<td>Plan</td>
</tr>
<tr>
<td>Accessing computers, resources or staff to assist with your study, you are required to make arrangements,</td>
<td>Do not attempt to make arrangements during the supervised study. If you’re not in class - referred to HOD Senior Schooling</td>
</tr>
<tr>
<td>or appointments in your own time</td>
<td></td>
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</tbody>
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Subject Changes

Students are allowed to make changes to their course of study after the first two weeks of each semester. Consideration may be given to course changes under special circumstances. Before a change will be implemented, a Change of Subject Form must be obtained from the Office. This form is designed to enable all those who are involved in the proposed change, to have some input. No change to a student's course will be allowed without the approval of the Deputy Principal or Guidance Officer and the Parent/Guardian. Students in Year 11 and 12 must also make changes to their SET Plan through the Senior Deputy Principal.

Vehicles
Students are not allowed to carry other students with them when going to other venues for school functions/sporting events unless they have a note signed by a parent or guardian giving their permission for this to occur. Students must not leave the school grounds and travel in a student vehicle during ‘study lessons’.
School-based Apprentices and Trainees and VET in Schools Programs

DEFINITION OF SCHOOL BASED APPRENTICE OR TRAINEE (SAT):

- A SAT is a mix of academic, vocational education and training and paid employment. SATs are required to undertake a minimum of 50 days (approx. 375 hours) employment in a twelve month period.
- School-based trainees are trained in a vocational area and upon completion will receive a minimum of a Certificate II in the chosen vocational area.
- A school-based apprentice is trained in a skilled trade and upon successful completion will become a qualified tradesperson.

VET in Schools (VETiS) Program

DEFINITION OF VET IN SCHOOLS (VETiS):

- Vocational Education and Training in Schools (VETiS) focuses on delivering qualifications to provide students with the skills and knowledge required for specific industries. Students undertake VETiS as part of their school studies by enrolling in a course with an external Registered Training Organisation.

STUDENT RESPONSIBILITIES

Students participating in a SAT or VETiS program are responsible for:

- Developing with your teachers a plan for meeting Good Standing Policy requirements;
- Taking personal responsibility to catch up on missed class work;
- Meeting all assessment deadlines (this includes the sitting of all exams as per exam schedules – if necessary you must renegotiate your work day with your employer);
- Fulfill the employer’s expectations at work (for example - be punctual, complete tasks to the required standard within stated timeframes, etc.);