

Student Catchup POLICY and PROCEDURES

Aim:The College provides opportunities for student who are absent to catch up on missed course work or enrolling late into a course. The College recognises the importance for creating opportunities for students to be successful.

Policy:

- to provide a system of procedures to allow a student to request for student catchup time allocation
- investigate how students may meet the integrity requirements of the course and TCE /TCEA attainment
- the Principal or delegate determining the reason for student catch up
- to provide a system of procedures to allow a student to change courses.
- to ensure that there is a central system in place to keep adequate records of course change forms
- to distribute these guidelines to all teachers and parents and the Student Guidelines to senior students annually.
- to include these guidelines in the Senior Student Handbook and on the school website
- to provide the student or staff a right of appeal in the event of an unfavorable judgment by the Principal or delegate.

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Procedure:

The following provisions enable students to catch up by:

- accessing team drives and personal drives through schools google account. Teachers and students can upload work to the shared drive.
- communicating and sending work by email.
- communicating by telephone.
- passing on work or receiving work when the Youth Support worker undertakes home visits.
- informing teachers, as early as possible, if they know if they are going to be away. So, teachers can prepare work for the student to take with them.
- teachers documenting and informing students on what work they need to do if they are absent or on their return to school.
- timetabling more contact hours than the required hours of the course.
- timetabling catchup lessons.
- Student enrolling late -must be able to meet 80% of the course hours requirements.