



# Sevenoaks Senior College Good Standing Policy

A guide for students and families

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## Sevenoaks Good Standing Policy

### Young Adult Ethos

Our Young Adult Ethos provides a framework to work with our students to support them as they *find their future*. We will develop in our students a strong connection and sense of belonging to the Sevenoaks community fostered by creating an inclusive environment where they feel engaged and safe through our CARE values. We will develop student agency so that students act with a sense of purpose and make responsible decisions about their future.

Our Young Adult Ethos will embed our CARE values:

|                |                                                                                  |
|----------------|----------------------------------------------------------------------------------|
| Compassion     | Care for yourself and others. Be aware of diverse culture and embrace diversity. |
| Accountability | Be accountable for your decisions and actions.                                   |
| Respect        | Respect yourself, others and the environment                                     |
| Excellence     | Seek to accomplish your goals and pursue excellence.                             |

We will support students to:

- understand and adopt the Sevenoaks young adult ethos and CARE values to enhance their academic and social future wellbeing
- engage with advocates, teachers and specialist staff so that they feel welcome and safe at Sevenoaks and want to attend every day
- achieve their full potential through course counselling at enrolment, monitoring progress towards goals by an Advocate and relevant access to information provided by a specialist careers advisor

We expect students to:

- adopt our CARE values and demonstrate these with their daily interactions
- achieve satisfactory academic progress by completing the requirements of each course
- attend and be punctual to all classes every day
- comply with the college dress standards
- comply with Technology User Agreement

## 1.0 Good Standing Overview

Our goal is for each student to maintain a consistent focus on their own education outcomes, by responsibly carrying through all the requirements to achieve success.

Our Advocates at Sevenoaks are committed to working cooperatively with each student to help them achieve their goals. Teachers work with each student to resolve any issues that may arise, so that any concerns that may get in the way of good progress are promptly and effectively eliminated. Student cooperation in making a genuine attempt to find and enact solutions is critical to the success of this process.

If a student is not successful in meeting their good standing responsibilities, appropriate staff at Sevenoaks (e.g. teacher, advocate, Level 3 advocate support teacher, Student Services Coordinator or Vice Principal) will work with the student to address the concerns and assist them to maintain their good standing. Certain privileges may be removed if deemed necessary. Parents/guardians will be involved in these discussions.

| Expectations                                  | Elaboration                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Appropriate <b>behaviour</b> (CARE values)    | <b>Compassion</b> – Care for yourself and others. Be aware of diverse culture and embrace diversity.<br><b>Accountability</b> – Be accountable for your decisions and actions.<br><b>Respect</b> – Respect yourself, others and the environment.<br><b>Excellence</b> – Seek to accomplish your goals and pursue excellence.                                                                                    |
| Achieve satisfactory <b>academic</b> progress | <ul style="list-style-type: none"><li>• Complete all the requirements of each study program (as per SCSA and VET directions)</li><li>• Be productive, cooperative and participate fully in class</li><li>• Submit all required work by the due date</li><li>• Complete work to a satisfactory standard (a C grade or above).</li><li>• Comply with all requirements of Sevenoaks SC Assessment Policy</li></ul> |
| <b>Attendance</b> and punctuality             | <ul style="list-style-type: none"><li>• Attend all classes and any other learning program such as workplace learning</li><li>• Be punctual to all classes and any other learning program such as workplace learning</li><li>• Regular attendance – 90% or greater is the standard of attendance required</li></ul>                                                                                              |
| Comply with College <b>uniform</b> standards  | <ul style="list-style-type: none"><li>• Wear the College polo shirt</li><li>• Wear the College polo or jumper (Outer-most clothing must show the College logo)</li><li>• Wear closed in shoes</li></ul>                                                                                                                                                                                                         |
| Comply with <b>Technology</b> User Agreement  | <ul style="list-style-type: none"><li>• Comply with the Online Services Acceptable Use Agreement</li><li>• Comply with the mobile phone policy.</li></ul>                                                                                                                                                                                                                                                       |

## 1.1 Support Structures

The following table shows the staff, structures and processes to support you to maintain your good standing:

|                                                                             | Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Examples of support actions if concerns                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Classroom Teacher                                                           | <ul style="list-style-type: none"> <li>Responsible for providing the opportunities for all students to achieve the outcomes in their classes</li> <li>Maintains attendance record on SIS</li> <li>Records all information on students in SIS Behaviour</li> <li>Ensures safe and productive learning environment</li> <li>Maintains current curriculum, assessment and reporting compliance</li> </ul>                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>Discussion with student</li> <li>Modification of learning program</li> <li>Contact parent/guardian by phone call or in writing</li> <li>Liaise with advocate and other teachers for other strategies</li> <li>Create an individual learning plan</li> <li>Record all information on SIS Behaviour</li> </ul> |
| Advocate Teacher                                                            | <ul style="list-style-type: none"> <li>Acts as advocate for their group of students in providing guidance in all areas</li> <li>Meets weekly during Advocacy</li> <li>Arranges meetings with students at other times where necessary</li> <li>Supports teachers in working with individual students</li> <li>Contacts parent/guardians (by phone) in the first four weeks of the year then as necessary</li> <li>Monitors SIS Behaviour for information on students</li> <li>Monitors attendance and punctuality</li> <li>Monitors Academic progress</li> <li>Completes references for Year 12 students.</li> </ul> | <ul style="list-style-type: none"> <li>Work with student to identify strategies to support</li> <li>Liaise with other teachers to identify support required</li> <li>Contact home</li> <li>Arrange case conferences</li> <li>Organise individual plans for students</li> <li>Refer to student services and/or careers counsellor</li> </ul>         |
| Advocate Support Panel<br>(Vice Principal and Level 3 Program Coordinators) | <ul style="list-style-type: none"> <li>Supports advocates and teachers in their group with individual student concerns</li> <li>Meet fortnightly to discuss identified students and individual plans</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>Arrange case conferences as necessary</li> <li>Refer to student services or career counsellor</li> <li>Support advocates/teachers</li> <li>Record actions in SIS Behaviour</li> </ul>                                                                                                                        |
| Vice Principal                                                              | <ul style="list-style-type: none"> <li>Supports advocate support panel with individual student concerns</li> <li>Manages any serious breaches of the Good Standing Policy</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>Meeting with parent/guardian and student</li> <li>Appropriate plan formalised</li> <li>Records actions in SIS Behaviour</li> <li>Suspension</li> <li>Alternative education options</li> <li>High end case management</li> </ul>                                                                              |

### Other key support staff:

|                        |                                                   |
|------------------------|---------------------------------------------------|
| Ms Kylie Trayler       | Program Coordinator College Pathways and Planning |
| Mrs Felicity Ivison    | Program Coordinator Student Services Manager      |
| Ms Naomi Clifton       | Program Coordinator Student Achievement Year 11   |
| Ms Ruth Thillagaratnam | Program Coordinator Student Achievement Year 12   |
| Mr Gary Hicklin        | Program Coordinator Partnerships and Pathways     |
| Ms Tracey Walsh        | Careers Counsellor                                |
| Mrs Les Whitehouse     | School Psychologist                               |
|                        | Youth Workers                                     |
|                        | Nurse                                             |

## 1.2 Failure to resolve issues

Failure by the student to attend and engage in the appropriate support may result in that student being presented to the Advocate Support Panel and losing their Good Standing.

## 2.0 Academic Standards Policy

Student Achievement and Progress is a priority of teaching and learning at Sevenoaks Senior College. Students are supported to achieve their full potential through course counselling at enrolment, monitoring progress towards goals by an Advocate, and relevant access to information provided by our careers advisor. Students need to complete all components of their studies. Students will study a full complement of six courses or equivalents.

*If a student is to be assigned a grade for a pair of ATAR, General or Foundation units, they must have completed the educational program and assessment program for the units. The education program refers to classroom activities that allow for full engagement with the delivery of the syllabus including the teaching of content and associated class activities, such as group discussion, team investigations, field trips and other similar processes. (SCSA WACE Manual p 21)*

In order to achieve this outcome all students in Year 11 are required to achieve the minimum standard of a 'C' grade (or equivalent) in all courses. A 'C' grade equivalent is achieved in VET courses by the achievement of all units of competence. Students are required to gain eight or greater 'C' grade equivalents to continue into Year 12.

Students studying an ATAR pathway need to achieve a minimum predicted ATAR of 65 by the end of Year 11. Students who do not meet this minimum academic standard will be expected to move to a general pathway, repeat Year 11 the following year or seek alternative training or employment. To achieve success, students must maintain an attendance rate above 90%.

### 2.1 Transition from Year 11 to Year 12 (reducing 6 Courses or equivalents to 5 Courses)

Year 11 Students who achieve an above satisfactory standard in their courses will be able to apply for a reduction in a course in Year 12. Students will be able to drop from six to five courses. To be eligible, students will be required to achieve the following standards:

- no D or E grades in Year 11
- a minimum of six 'C' Grades with the remaining six grades, either As or Bs
- a Grade average of 1.75 or above
- attendance maintained at 90% or above
- predicted ATAR of at least 65

## 3.0 Serious breaches of the Good Standing Policy

Students who engage in behaviour that seriously breaches the College good standing policy will be referred directly to the relevant Program Coordinator.

Serious behaviour may result in a direct referral to the College Vice Principal or Principal and may result in suspension or exclusion.

Breaches of the behaviour code may include the following:

- Behaviour which disrupts the good working order of the College
- Refusing to comply with reasonable instructions given by College staff
- Abusive language to staff
- Physical assault, harassment or threats to staff or other students
- Theft or damage to College property
- Alcohol, Inhalants or Drug abuse (Police will be notified)
- Smoking, e-cigarettes or vaping
- Inappropriate use of IT and/or mobile device

### **3.1 Violence at Sevenoaks Senior College**

**Any form of violence will not be tolerated at Sevenoaks. The following outlines the action to be taken when students fight, film and/or publish videos of fighting**

- The College Principal has the power to suspend a student under section 90 of the School Education Act 1999. Students who attack other students, who start fights or film and or publish fights will be suspended. Students will then meet with the Vice Principal and/or Principal to formalise an acceptable behaviour plan.
- Student fighting, making intentional physical contact with other students and videoing fights are actions that are unacceptable and a breach of our code of conduct.
- The College will automatically move to exclude any student who physically attacks a member of staff at the College.

### **3.2 Appeals**

If you are not satisfied with any decision made under the good standing policy you can appeal the decision in writing to the Vice Principal. In addition, if you have any other issues you wish to be addressed please ensure you see the Vice Principal and put this in writing.

- Each appeal and its outcome will be recorded in writing
- Each appeal will be heard by an independent person or panel
- Each student lodging an appeal will have the opportunity to present his/her case to the Vice Principal

### **3.3 Students who have Good Standing**

Students who have their Good Standing may participate in all Sevenoaks SC events (eg Reward events, School Sporting Events, School Ball, Presentation Ceremony etc) and will receive recognition of their status throughout the year. Students who have lost their Good Standing will be unable to participate in school events as determined by the Vice Principal or Principal.

### **3.4 Regaining Good Standing**

Students who have lost their Good Standing can regain their status after a set time. In negotiation with the Vice Principal or Principal, there can be an agreed time where through demonstration of a student's appropriate behaviour they can regain their Good Standing. As an example, this could be an agreement with the Vice Principal that demonstration of appropriate behaviour for four (4) weeks could reinstate a student's Good Standing.

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