Continuation of Learning Process

Overview

For students who are unable to attend school for an extended period of time due to suspension, withdrawal from residence, awaiting a Residential Status Review Panel, prolonged illness or reasonable and/or extenuating circumstances impeding their ability to attend school, the college will follow the below processes to ensure continuation of learning:

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Absences for 1-3 days (e.g. Illness, 1-day suspension)

Administration responsibility:
- Process leave on Compass and Reach (Associate Principal / Residential Manager)
- Email **Senior Staff** and the **student's teachers** via Compass communication (as per the diagram) the expected duration of absence (Wellbeing Coordinator / Residential Manager)
- Ensure the relevant Senior Staff are included in the communication

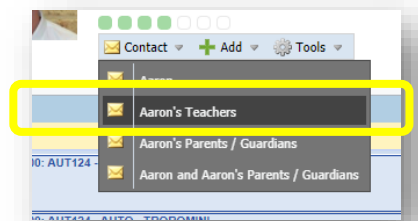#### Teacher / Trainer Responsibility:
- Ensure there is sufficient work on Connect / in hard copy for student

Student responsibility:
- Independently access set work on Connect and/or work through hard-copy Certificate training materials
- Contact the relevant teacher for support if required

Parent responsibility:
- Ensure their child is actively accessing Connect or hard copies of work to complete
- Ensure their child is engaging in the work provided
- Contacting the relevant Head of Department with any questions or concerns

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Absences for 4 days or more (e.g. COVID Isolation, 5-day suspension)

Administration responsibility:
- Process leave on Compass and Reach (Associate Principal / Residential Manager)
- Email **Senior Staff** and the **student's teachers** via Compass communication (as per the diagram) the expected duration of absence requesting contact be made and direction given (Wellbeing Coordinator / Residential Manager)
- Ensure the relevant Senior Staff are included in the mailing list

Teacher / Trainer responsibility:
- Email student, their parents and Head of Department:
  - Work they can go on with
  - Where to access it
  - Encourage the student to contact them if they need assistance

HoD responsibility:
- Ensure staff follow up with making contact home and providing sufficient and appropriate tasks to students

Student responsibility:
- Check emails
- Access the work provided and engage with it
- Contact the relevant teacher for support if required

Parent responsibility:
- Check emails
- Ensure their child is actively engaging in the work provided
- Contacting the relevant Head of Department with any questions or concerns