

27 June 2023

Dear students, parents and caregivers,

This letter is to inform you about some important updates to our Senior School student support processes, which will be implemented starting from Semester 2, 2023.

Skills in organisation, time and stress management, self-motivation, goal setting and decision making are essential for Senior School success. Our aim is to create a supportive environment that not only instils these skills, but also integrates a Christian worldview, combining high expectations with appropriate sanctions and nurturing personal growth and achievement.

To align with these objectives, you will find slight adjustments to the expectations and progression of Lunchtime Studies/Detentions, After School Studies/Detentions and, if needed, Internal Suspensions.

- Lunchtime Studies are designed to assist students in catching up on subject work. **Students will be given 2 days to complete their set Lunchtime Study.** In the event that a student misses a summative assessment due date without a valid or verified reason, they will be assigned an After School Study.
- Lunchtime Detentions are set for student behavioural concerns, or for unexplained absences. **Students will have 2 days to complete their Lunchtime Detention.** One prevalent reason for Senior School students receiving a Lunchtime Detention is their failure to arrive for lessons on time (including Homegroup) or leave school early without prior notification to the College from parents/caregivers. This particular issue is a target for improvement.
 - To ensure accountability, parents must call or send an email to Student Services, providing a valid explanation for their child's late arrival or early departure.
 - Any concerns regarding unexplained absences must be promptly addressed with the student's Pastoral Coordinator within 2 days of receiving the Lunchtime Detention.

Should a student fail to attend their Lunchtime Study or Lunchtime Detention within the allotted 2-day timeframe, they will be upgraded to an After School Study or After School Detention (3:30-4:30pm).

We understand that students attending an After School session may not always be convenient for families. However, it offers a restorative approach where students and families can negotiate a suitable day to complete their After School Study or Detention. In rare circumstances where families are unable to support an After School Study or After School Detention, they must communicate with the relevant subject teacher to explore alternative arrangements, such as three consecutive Lunchtime Studies. At the end of their After School Study, students will be required to submit their completed work to their subject teacher for it to be assessed.

[Please find a visual summary of these processes and times here.](#)

We kindly request your support and cooperation with these updated timeframes and procedures as we strive to cultivate responsible behaviour and enhance learning opportunities for our students. We are confident that together, as a community, we can help our students flourish during their time in Senior School and beyond.

Kind regards,



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Senior School Support Processes

This poster outlines the steps and consequences for academic and behaviour management within our Senior School community. Our aim is to create a supportive environment that combines high expectations with appropriate sanctions, encouraging personal growth and success. The flowcharts below show the progression from Lunchtime Studies or Detentions to After School Studies and, if needed, to Internal Suspension. These steps offer learning opportunities and encourage responsible behaviour. Familiarise yourself with this process for personal and academic success in Senior School.



2 DAYS TO COMPLETE

Set for students to complete formative work, or as a support measure prior to a summative due date. This needs to be attended within 2 days of being set, or it will be updated to an After School Study.

Held each lunchtime from 12:50pm - 1:15pm in S.2.

1 WEEK TO COMPLETE

Set when students have missed a summative due date. Designed to support students with organisation and time management. This needs to be attended within 1 week of being set, or it will be updated to an Internal Suspension.

Students negotiate with their subject teacher what day they will attend for study. Options are Monday, Wednesday and Thursday. They are held from 3:30pm - 4:30pm in the Common Room.

1 FULL DAY

Set when students have not attended their After School Study within the week organised. Students will be allocated a supervised room to complete overdue work. Whatever is submitted by the end of the day is what will be assessed.

Breaktimes will be separate to Senior School breaks.



2 DAYS TO COMPLETE

Set either as a consequence for behaviour concerns, or unexplained absence. This needs to be attended within 2 days of being set, or it will be updated to an After School Detention.

Held each lunchtime from 12:50pm - 1:15pm in S.2.

1 WEEK TO COMPLETE

Set when there are serious and/or ongoing behaviour concerns. Designed to support students making better behaviours decisions. This needs to be attended within 1 week of being set, or it will be updated to an Internal Suspension.

Students negotiate with their subject teacher what day they will attend for Community Service. Options are Monday, Wednesday and Thursday. They are held from 3:30pm - 4:30pm in the Common Room.

1 FULL DAY

Set when students have not attended their After School Detention within the week organised. Students will either be allocated a supervised room to complete individual work, or they will work with selected staff to provide Community Service activities.

Breaktimes will be separate to Senior School breaks.

ADDITIONAL CONSIDERATIONS

For ongoing concerns, the Pastoral Coordinators, Deputy Head of Senior School and Head of Senior School will discuss the need for a Student Behaviour Contract, or additional sanctions.