



WHSC Senior School Sign In Policy 2024



Help for non-English speakers

If you need help to understand the information in this policy, please contact the General Office on (03) 9561 5811 or wheelers.hill.sc@education.vic.gov.au

Senior School Sign In Policy for 2024.

Wednesday Afternoons

Wednesday afternoons VCE students will be permitted to undertake Self-Directed Learning at home from lunchtime onwards but are required to follow the sign out process of the College.

This is Conditional upon:

- Wednesday afternoons will be used to undertake self-directed learning from home.
- Time is not to be used for part time work- extra hours
- Time is not to be used for the scheduling of appointments such as driving lessons, medical appointments etc.
- Students are expected to go straight home and are not to spend this time at local shopping centres.
- Can be considered as part of the 50 hours of self-directed learning as per VCAA 100 hours per unit requirement – 50 hours classroom instruction and 50 hours self-directed learning
- Students need to ensure they are available for all year level activities such as presentations or assessments as required.

Any student including those on the Positive Behaviour Agreements who breach school policies including attendance, uniform and behaviour, may have this privilege revoked.

Agreed Processes for Semester 1 2024

1. Students with Period 1 study periods are required to attend school.
2. VCE students who have a study period during period 5 will be permitted to leave at the beginning of lunch time to undertake self-directed learning at home. Students electing to remain at school must report to the General Office to sign in. Unless students do this, we expect all students to have left the College to complete Self Directed Learning.
3. Students whose Teachers are absent period 5 are required to remain on site to undertake the set lesson plan for that class on that day.
4. Arrangements for Students with a whole day of study periods will be negotiated individually on a case by case basis.
5. Periods 1 to 4 Monday to Friday:

Senior School manage the sign in process on the periods they are in Senior School Office. Attendance lists provided by the general office and students sign in during the first 5 minutes of each respective lesson and the lists are returned to the general office.

POLICY REVIEW AND APPROVAL

Policy last reviewed	December 2023
Consultation	Executive Team Senior School Team
Approved by	Executive Team
Review cycle	6 months
Approved by School Council	Not required
Next scheduled review date	June 2024