Monday, 1 February 2016

Welcome back!

I have spoken to many year 12’s over the last few days. It seems that the majority of you had a balanced break and are approaching this year in a positive, enthusiastic frame of mind.

Now you are officially Year 12, there are a number of privileges that are set aside for you. You will need to fill out the attached form to activate them. All the following procedures must be followed in order for these privileges to remain.

1. **Period 1 and Period 4:** If you have no scheduled classes during the fortnight you have the privilege of doing the following…
   
a. Have your parent/s fill in the attached form so they know you will be late or leave early. This form will cover you all year.
   
b. If period 1 or Period 1 and 2, is non-scheduled, you must swipe in by no later than 10 minutes before Recess or the beginning of Period 3.
   
c. **Have your ID cards on you at all time!! You MUST swipe in and swipe out EVERYTIME.** This ensures the system is efficient.
   
d. If Period 4 or Periods 3 and 4 are unscheduled, you can swipe out after your last scheduled class.

2. **Non Face to Face (NFF) in Period 1 or 4:** You must check with your teacher before each NFF to ensure there is nothing they need you to do during that time. If the teacher has given private study, you are able to come late/leave early. Again fill in the form attached.

3. **Study Periods:** these are non-scheduled classes in Period 2 or 3 and should be used to take some of the pressure off from studying after school. The Library, Canteen and tables outside are all available for you. If you wish to use a classroom, come and see Ms Longman or the Front Office at the glass windows to find one that is free. If you need to leave the school grounds during a study period, this must be discussed with Ms Longman and will only be granted for a good reason.

4. **Tuesday Study / SRE / Roll Call:** All Year 12 are required to either be in Roll Call or at SRE on Tuesday from 10.10am – 10.40am. A reminder that you need to bring back the note to opt out of SRE. No note = you must go to SRE.

5. **Assembly/Carnivals/Whole School/Year Activities and Celebrations:** It goes without saying that ALL students are to be in attendance at these events regardless of your normal timetable. You also must make yourself available if year meetings happen to fall on a non-scheduled lesson

It is very important that we function as a team and ensure these procedures are followed. If you wish clarification on any of these points, please come and discuss them with me.

J. Longman
Deputy Principal
I give permission for _________________________________ of Year 12 to

□ Arrive to school late, but by 10 minutes before Recess / Period 3 due to no scheduled class/s on

______________________________________________________________
(insert day/s)

□ Leave school early, after my last scheduled class on ________________________________
(insert day/s)

□ Arrive to school late, but by 10am due to (NFTF) on ________________________________
(insert day/s)

□ Leave school early, after my last scheduled class due to (NFTF) on ____________________
(insert day/s)

□ Leave the school periodically in Study Periods only and in negotiation with Ms Longman on each occasion.

Signed (parent/carer):___________________________________________ Date:_______________

Parent’s daytime contact no.:____________________________________

To be returned to Ms Longman.