



Senior Student Study Period Policy

Policy Classification		
Policy Number: 02/2016	Date of Origin: February 2010	By Whom: Principal
Policy Audience: Public Domain	Review Dates: February 2016 February 2017	Next Review Date: June 2021
Policy Approval: This policy was approved by the Board, August 2019		
This policy supersedes all previous policies relating to matters contained herein.		

1.0 Rationale

Study periods are seen as an opportunity to allow students to engage in self-directed study, to concentrate on areas of special need, to complete homework or to undertake private reading. The importance of self-directed study increases significantly in the HSC year. As a number of Year 12 students have study periods in their timetable, it is important that these periods be utilised to the students' best advantage.

2.0 Guiding Principles

The College provides supervised study classes in the McKillop Learning Commons area as well as access to the Library for senior students.

The overall goal of the school is to create and maintain a learning culture which is in keeping with the values of the school and legislative and professional obligations. This policy includes information about student obligations, responsibilities and the nature of possible consequences associated with Senior Study Policy breaches which undermine the objectives of the College environment.

3.0 Policy

3.1 Normal Study Periods

- 3.1.1 Each student is provided with a copy of the "Senior Study Policy" in their diary. Study Supervisors are asked to go through the Policy with students during their first study lesson.
- 3.1.2 Study supervision, especially in the first Term, is active supervision, that is supervising teachers will need to actively enforce the study policy. It is not a time for corrections and preparation.
- 3.1.3 It is essential that an accurate roll is taken at the beginning of each lesson, and that consistent absentees be reported to the Head of Senior School, so unexplained absences can be dealt with quickly.
- 3.1.4 Students are not to be given permission to leave study once the period has begun.
- 3.1.5 Students who are not present in the study lesson need to be marked ABSENT by the allocated Study Supervising teacher.
- 3.1.6 If a student wishes to work in their specialist area for example Art, Design and Technology, the teacher from that Department must assume responsibility of supervision for the student and mark the roll for that Study Period. The teacher should add a note indicating why the student was not at their allocated study period. For example, a student was working on their major work.
- 3.1.7 Students are not permitted to study in the Library unless they have booked in with Library staff PRIOR to their study period (i.e. Recess or Lunch). The Library staff will enter attendance on Sentral (each lesson) for the students who study in the Library.
- 3.1.8 Use of headphones will be at each study teacher's discretion.
- 3.1.9 Supervisors can award de-merit/detention for students who do not abide by the Oakhill Senior Study Policy.
- 3.1.10 Deans and Senior Study Coordinator must monitor student de-merits.
- 3.1.11 Students are able to use the kitchen facilities including tea and coffee amenities and microwave in McKillop Senior Common. All food items and eating are restricted to the café area only.

3.2 Period 5 Study Periods for Year 12 Students

In order to give Year 12 students some flexibility in their organisation of study time, the following

arrangements apply from the commencement of the calendar year that is Term 1 of the HSC year of study for those Year 12 students who have attained Level 3 on the Senior Level System:

- 3.2.1 Students who have a study period in Period 5 will have the option of either attending their study period at school or studying at home. Students may also leave at lunch time if they have a study period in Period 5. During this time students are not permitted to socialise in school uniform at local shopping centers.
- 3.2.2 Parents who wish to allow their son/daughter to leave at lunchtime if they have study in Period 5 are asked to complete a Permission Note which is distributed by the Head of Senior School.
- 3.2.5 Students who do not maintain an acceptable level of behaviour or application during study periods will have their Period 5 privileges revoked.
- 3.2.6 Students who have not yet attained Level 3 are encouraged to discuss opportunities for level promotion with their Dean from the start of the year.

4.0 Procedures

5.0 Policy Review

The Principal is to evaluate, review and update this policy as required and at least every two years. The next review is 2021.

6.0 Explanatory Notes and Definitions

Study Period: No scheduled lesson

7.0 Supporting Documents, Procedures and Guidelines

7.1 Letter to Parents

7.2 Study Guidelines