



Study Periods

Purpose

Students of years 11 and 12 who are engaged in a school-based apprenticeship or traineeship (SAT), a university unit, or other external registered training course may be entitled to a reduction in their timetable load at the discretion of the Deputy Principal (DP) or the Head of Senior Schooling (HODSS).

The intention of a spare line is to reduce the student's study load and provide time to complete relevant external coursework or to catch up on classwork missed through the course of their SAT.

Commencement Procedure

1. Students eligible for a study line will be determined by the HODSS or DP. The Industry Liaison Officer will refer students identified as eligible.
2. The HODSS or DP will discuss the purpose, procedure, and agreement for study periods with both the student and his/her parent/s.
3. Any eligible student must complete the [Study Period Agreement](#).
4. Signed study period agreements will be emailed home and [stored on OneDrive](#).
5. All students must be familiar with the [Attendance Policy](#).

Study Periods Procedure

- Locations and conditions of study periods will be determined on a student-by-student and period-by-period basis and be informed by timetabling and operational demands.
- Students must comply with all expectations detailed in the *Study Period Agreement*.
- School staff will visit students on study periods to confirm ongoing compliance with the expectations.
- Students who demonstrate persistent non-compliance with the expectations or who do not undertake relevant study during their allocated study period may have their study line revoked at the discretion of the DP or Principal.

Types of Study Periods

Timetabled	Untimetabled	Flex
<ul style="list-style-type: none">• Shown on timetable as <i>STU1*1*</i>• Within another senior classroom• Student listed on roll, marked by the classroom teacher.	<ul style="list-style-type: none">• Shown on timetable as <i>STUDY – [Location]</i>• A determined location, such as library or study room• Student signs in and out using a student kiosk.	<ul style="list-style-type: none">• Shown on timetable as <i>STUDY – Flex</i>• Allows the student to study at home• Student signs in or out of school using only reception kiosk.

Student Kiosks

- Student kiosks are located in the library and in the school reception.
- Student kiosks require a valid student ID.

Timetabled	Untimetabled	Flex
Students allocated to a timetabled study period must arrive to the allocated classroom on time and remain under the supervision of the class teacher. The student must comply with all directions of the class teacher.	Students allocated to an untimetabled study period must use either student kiosk to sign both in and out of his/her study period. The student may not leave his/her allocated study location.	Students who are allocated a flex study period must sign in or out of school using the kiosk located in reception . The library kiosk does not allow students to sign in or out of school for flex periods. The student may leave campus only when in receipt of a printed leave pass . Students must retain the pass until 3:00pm.*

* If observed outside of school before 3:00pm, students are required to present a valid leave pass. Students not in possession of a leave pass shall be recognised as truanting and managed in accordance with the [Attendance Policy](#).

Student Kiosk Instructions

1. The kiosk will only function for students who have returned a signed study agreement and have parental consent recorded.
2. Scan student ID card barcode.
3. Use the number pad to select:
 1. Leaving school (no further classes)
 2. Arriving at school (no earlier classes)
 3. Signing in or out of a study period.
4. Check the screen for any errors.
5. Collect pass from receipt printer.

NB. Kiosks will present an error to any student who attempts to sign in or out outside of a scheduled study period.

Kiosks will present an error to any student who attempts to sign into school late (with earlier timetabled lessons) or sign out early (with any later timetabled lessons).

Students must present to reception should they believe the system presents an error mistakenly.

