



## SENIOR SCHOOLING LEARNING AND ENGAGEMENT AGREEMENT

### Overview

The Gap SHS is committed to fostering the development of the whole student in a safe and supportive environment. Students who are over the age of 16 or in Year 11 and 12 are considered to be engaged in post compulsory education which means they have made a conscious decision to remain at school to successfully complete their senior studies after the completion of Year 10.

### Purpose

The function of this document is to outline the processes and expectations for students entering into the Senior School in Year 11 and 12. Students and their parents are expected to read and sign this agreement as part of the Senior Education and Training Plan (SETP) interview occurring in Semester 2 of Year 10 or on receipt of this document. **This agreement and all associated documentation relating to the SETP are required to be completed and returned, prior to students being enrolled into Year 11.**

Students and parents will be provided with a copy of this document at the beginning of both Year 11 and 12 as a reminder of the agreement and expectations of a senior student at The Gap State High School.

### Responsibilities

#### Of the School:

- Challenge students in their educational endeavours; support them in setting and attaining realistic academic goals; and energetically promote commitment to academic excellence at all times.
- Provide assistance and support to all students to attain their educational goals.
- Monitor students in their progress and provide feedback to students and parents.
- Encourage students to reach their potential.

#### Of Senior Students:

- Self-motivated and mature in their approach to their studies.
- Responsible for adopting effective study routines, being prepared for learning with required resources and committing to their intended course of study.
- Complete homework tasks and ensure assignments and other assessment items are completed on time and in accordance with the school's assessment policy.
- Ensure that effort and behaviour grades are maintained at a satisfactory achievement level as a minimum at all times.
- Ensure they are meeting the school's values.
- Attend every class, each day on time.

#### Of Parents

- Communicate with the school in a timely and respectful manner about matters that may impact on their child's learning.
- Support the school in ensuring the student is meeting the expectations of a senior student at The Gap State High School.



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## Senior Phase of Learning

### Legislative Requirements – Education and Training for 15-17 year olds

Education and training for young people in Queensland stipulates a ‘compulsory participation’ requirement, which means that all young people must participate in ‘learning or earning’:

- For two years after they complete compulsory schooling (i.e. completed Year 10 or turned 16 years of age) or
- Until they turn 17 years of age or
- Until they complete a Queensland Certificate of Education (QCE) or Queensland Certificate of Individual Achievement (QCIA), Senior Statement of Attainment or a Certificate III or IV vocational qualification.

These requirements are based on national and international evidence that young people who complete 12 years of education have greater opportunities for further education and sustainable employment.

### Queensland Certificate of Education (QCE)

The Queensland Certificate of Education (QCE) is Queensland’s senior school-based qualification, awarded to eligible students on completion of the senior phase of learning, usually at the end of Year 12. To gain a QCE, students need:

- 20 credit points, gained from approved courses completed at a sound achievement, pass or equivalent.
- Subjects chosen from a set pattern, at least 12 points from CORE courses of study.
- To meet literacy and numeracy requirements.

Further information regarding the QCE requirements can be found the **Senior Subject Selection Handbook**.

## Expectations of Senior Students

### Senior Education and Training Plans (SETP)

All students are required to participate in a Senior Education and Training Plan interview which will determine their intended course of senior school study. The plan is negotiated between students / parents and the school. The school’s recommendations are focused upon allowing the student to achieve an optimal level in the most realistic and achievable learning pathway aligning with their abilities. The Principal has the final decision on student’s senior course.

### Engagement and Monitoring in a Program of Study

All senior students are expected to fully engage in their planned course of study. The school will monitor all student’s progress to ensure satisfactory participation. Students who do not achieve their agreed outcomes (e.g. satisfactory effort, assessment completion, passing subjects, attendance targets), may be required to amend or change their intended course of study.

## Attendance

Students are expected to maintain full attendance in their senior years. Where possible, appointments and activities that may impact on the school day should be avoided. Families who choose to take holidays during the school time, should do so in negotiation with the school as missing assessment not related to illness may impact on final results.



Full attendance means:

- Students are expected to be in attendance every day and at every lesson on time. Attendance strongly correlates to achievement and attendance below 90% will result in a student having difficulties participating satisfactorily and achieving their best. Students are expected to maintain an attendance rate of at least 95%.
- Punctuality is expected at the start of every day and to all lessons and events. Students are expected to be at school from 8.40am – 3.00pm Mondays and 8:40am – 2.30pm every other day.
- Students do not leave the school during the normal hours of operation unless they have approved arrangements from a parent / guardian and have collected an approved leave pass from the office. Students will not be provided a leave pass to go to the shops. If students leave the school grounds during the day without permission, they will be issued a consequence.
- When a student is absent on the day assessment is due, a medical certificate and/or written explanation from a parent / guardian is required. Where reasonable, a parent/guardian is required to contact the school on the day of the absence to provide a reasonable explanation.
- Exam blocks are organised for senior students. Students must ensure they are present for scheduled exams both during the exam block and for any exams outside the formal exam block. Students who **did not submit work or assessment will not** be permitted study leave and will be required to attend school each day during the exam block to complete any outstanding work.
- Extended absences, regular late to school occurrence and/or partial day truancy may lead to the commencement of the Cancellation of Enrolment process.

#### Submission of Work / Effort and Behaviour in Class

- Senior students are expected to submit all assessment work on time. This includes due dates for drafts. Non-submission of work (drafts/final) by due dates is grounds for commencement of Cancellation of Enrolment processes.
- Senior students are expected to maintain at least a 'Sound / Satisfactory' grade for effort and behaviour, in all classes, at all times. Failure to meet this requirement is grounds for commencement of cancellation of enrolment processes.

#### Flexible Learning

- Students may be eligible for an independent study period when they have successfully acquired a school-based traineeship or apprenticeship, have enrolled in further education external to the school, enrolled in a distance education subject and have demonstrated commitment to this program for a minimum of one term.
- AARA (Access Arrangements and Reasonable Adjustments) may be provided in consultation with Heads of Department, Guidance Officers and the Deputy Principal.
- The opportunity to be provided with an independent study period will be decided by the Deputy Principal for the Senior School on completion of the Application for Independent Study form by the student and parent, and then a meeting to discuss.



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- Students with independent study will spend these lessons in the Independent Learning Centre in Q Block. Students will not be permitted to study off campus during these lessons.
- Failure to work diligently during Independent Study Lessons may result in the removal of the study period from the student's timetable and a return to original classes and / or alternate supervision arrangements and possibly begin the process for Cancellation of Enrolment.
- Students who require support or adjustment to their study program as a result of personal circumstances, will only be permitted to reduce their subject load after alternative support options are considered. The Guidance Officer along with other school staff will develop a support plan that ensures the student is appropriately supported. A certificate or letter from a medical practitioner will be taken into consideration but is not automatically grounds for a student to reduce their course load.

### Resource requirements / Subject Fees

- Some subjects have fees to cover the cost of enrolment with an external provider or for materials used by students in class work in order to provide meaningful learning experiences.
- Students / families will be expected to cover the cost of participation in their academic pathway, **before** they will be allowed to contribute funds towards extra-curricular programs or functions such as sporting competitions, non-curriculum excursions / camps, the senior formal or purchase of the senior jersey.
- Financial support is available through payment plans in consultation with the Business Manager.

### Uniform

- Students are to present themselves in a way that demonstrates pride in themselves and their school by wearing the correct uniform at all times in the way that it was designed to be worn (as per the Uniform Policy).
- Students are expected to be in full school uniform every day. Students who are unable to wear an item of the uniform are to acquire a uniform pass or a replacement uniform item (where possible) from the HOYs BEFORE SCHOOL COMMENCES in D Block.
- Senior Jerseys are not an official part of the school uniform and therefore it is a privilege for students to wear these with their uniform. Students will be told when it is appropriate for the jersey to be worn.
- Students are expected to maintain the uniform expectations for the entirety of their school day including travelling to and from school.

### Extra-curricular events

- Students are invited to participate in extra-curricular functions that may occur either during school hours or outside of the normal school hours of operation.
- Invitation to participate will be subject to the student's adherence to the student privilege policy and at the discretion of the Principal.
- Students who have not met the expectations outlined in this document will not be permitted to represent the school or participate in events without consultation with a Deputy Principal or the Principal.
- Students who have commenced the Cancellation of Enrolment Process or are on a School Disciplinary Absence, are automatically unable to participate in all extra-curricular programs including representative sport and non-curriculum-based camps during this time.



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### Driving to school and vehicle management

- Students with current licences are permitted to drive to and from school. Any passengers who are not family members, must have written permission from their parent / guardian and submitted to the office as notification prior to travelling with a P plater.
- Students are not to park on the school grounds.
- Students must provide details of their vehicle and registration to the Year Level Coordinator.
- Students are not permitted to leave the school grounds during the day to access their vehicle without obtaining a permission slip from the office.

### Cancellation of Enrolment

Senior students who have completed the compulsory phase of schooling (i.e. completed Year 10 and/or turned 16 years of age) move into the post compulsory phase. In choosing to complete the post compulsory participation phase of schooling (i.e. two years post compulsory schooling) by attending The Gap State High School, students are subject to a process known as Cancellation of Enrolment, should they not adhere to the expectations of this agreement.

The Principal has the authority to cancel the enrolment of a post compulsory student when:

- The student's behaviour amounts to a refusal to participate in the program of instruction, or
- The student's behaviour is persistently disruptive and adversely affects the education of the student or other students e.g. Unsatisfactory attendance; not taking books, equipment and other materials to class; not participating in learning activities in a positive / responsible manner (i.e. no effort); not fulfilling the conditions of the school's assessment policy.

Evidence to support the Cancellation of Enrolment process is gathered by formal reporting processes, data collection and routine observations of student engagement.

A student may be given a verbal and written warning of Cancellation of Enrolment. At this point, the student and parent will be provided with the opportunity to discuss with the school, expectations for the student's participation and provide details on why their enrolment should be continued.

Students who are at risk of having their enrolment cancelled will also be referred to the school Transition Officer who will assist students either with re-engagement or in developing an alternative pathway to achieve success in either education, training or work.

After this warning, a student is monitored at school closely to determine if these patterns have been corrected. If a student does not respond to the warning appropriately, their enrolment will be cancelled. The student and parent will be notified in writing, if Cancellation of Enrolment occurs.

The section below is to be completed and returned either during the SETP interview or one week after being issued, to the school administration.



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### For Students

I fully understand that as a member of the Senior School I have added responsibilities. **Continued secondary education is a right for me contingent upon my acceptance of and adherence to the information outlined in this agreement.**

As a senior student of The Gap State High School, I will endeavour to bring credit to myself and my school in all that I say and do. I will be guided in this by the rights and responsibility of students, teachers and parents as embodied in the Responsible Behaviour Code of practice. In particular, I will try to uphold the high standards this school seeks in academic, cultural, sporting and personal achievement. My actions will be guided by common sense, courtesy, consideration, co-operation and respect for fellow students, teachers and members of the wider school community.

I understand that after each reporting period, an academic review will occur to track my ongoing eligibility for the QCE/QCIA with a recommended course of action where required, in consultation with myself, my parents/guardian and the school.

I accept responsibility for my behaviour and the choices that I make. I am aware that consequences exist for breaches of school policy.

Student's Name: \_\_\_\_\_  
Family Name (Printed)                      Given Name                      Date of birth

Student Number: \_\_\_\_\_ Connect class \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### For Parents

As parent/caregiver I undertake to support my young person in meeting their responsibilities and in ensuring they fulfil the conditions stated above.

Parent's/Carer Name \_\_\_\_\_  
Family Name (Printed)                      Given Name

Parent's/Carer Signature \_\_\_\_\_ Date \_\_\_\_\_



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