School Representation Policy

Rationale

Corinda State High School supports students to set high expectations and to be valued members of the Corinda community, demonstrating school values and culture through Integrity, Compassion and Curiosity and Drive. Students demonstrate their support of school culture through academic completion and achievement, personal presentation, attendance and behaviour. The school recognises these achievements through minimum benchmarks, and in celebration of this students are invited to represent the school and participate in extracurricular activities.

Objectives

This policy is designed to:

- Acknowledge and extend experiences and development of students who demonstrate key benchmarks, supporting Corinda culture and values.
- Encourage students to find a balance between their studies and extracurricular involvement, to maximise learning outcomes, experiences and success.

Implementation

Definition – School Representation

A student is considered to be representing the school if they are participating in any activity that is additional to core curriculum. Examples may include, but are not limited to:

- Special events; may occur in and/or out of school time
- Social and celebration events
- Camps (unless directly related to curriculum)
- Competitions, challenges or forums (debating, chess, etc.)
- Representing the school as a performer (band, dance, musicals, multi-cultural performances)
- Representing the school as a competitor (gala days, athletics, team sports, etc.)
- Excursions which do not relate to the direct assessment in curriculum programs.

School representation is a privilege

School representation is seen as a privilege afforded to students who live the school's values and are supportive members of the Corinda community. This is shown through students demonstrating key benchmarks concerning academic completion, personal presentation, attendance and behaviour.

To monitor student progress regarding key benchmarks, throughout the year, the 'non-rep' list is compiled and published (for staff access only). This is a list of students who have shown difficulty meeting the benchmarks and allows students to highlight key strategies for successful re-engagement in areas where they have shown difficulty. While on this list students are unable to represent the school but can work towards being removed from the list.

Areas whereby students have shown difficulty engaging and are invited to work toward being removed include:

- have received a **School Disciplinary Absence** as a consequence for their behaviour, which includes short suspensions, long suspensions, charge-related suspensions, and may include disciplinary consequences such as an Individual Behaviour Support Plan, Discipline Improvement Plan, PARK room
- have **behaved inappropriately** as defined in the Corinda State High School Student Code of Conduct
- have repeated breaches of YONDR policy
- regular non attendance in Home Group
- have repeated uniform breaches and disregard for school policy and procedures
- have **not submitted completed assessment** by the due date without documented Access Arrangements and Reasonable Adjustments as outlined in the Assessment Policy
- do not meet the **benchmark for Effort and/or Behaviour**, that is a student is graded Needs Attention (NA, or "D"), Unsatisfactory (U, or "E") for Effort and/or Behaviour through reporting, in more than one subject
- have not met the **standard of Attendance,** as outlined in the Attendance Policy
- have chosen to truant, that is have **unauthorised absences** from lessons or school days
- have chosen **not to support** key school events, that support school culture and commitment for example, Graduation Ceremony, House Events
- have unauthorised absence from school events such as sports carnivals, special assemblies, graduation and house days. These absences will result in ineligibility for school representation unless supported by a medical certificate, or other supporting documentation (eg family tragedy)

Communication

Students are made aware of the privilege of school representation at year level meetings, house meetings and Home Group. Students are also encouraged to meet the expectations and values of being a member of the Corinda community throughout the course of the school day.

The list of students who are having difficulty meeting the benchmarks will be constantly updated and is available only to Corinda State High School staff through the Corinda Staff SharePoint. All staff who are working with students in extra-curricular areas need to check the master list when inviting students to represent the school.

Students and parents may be alerted via a letter from the Principal (Appendix 1), or communication from the Principal's delegate. Students are not exempted from this policy in the absence of written notification to parents, as students should be aware of their own representation status as a result of non-compliance with the school's behaviour standards, effort/behaviour results (information is provided through reporting), and expected attendance in their program of learning (as outlined in the Attendance Policy). Students can check their status by asking their Dean or Deputy Principal.

Applying to represent the school

If students are on the non-rep list they can apply to represent the school and be removed from the list.

Application for Special Consideration

Typically for disciplinary consequences, are non-compliant with behaviour expectations, truancy or unauthorised/unjustified absences.

If a student believes they have been placed on the 'non-rep' list in error or there has been extenuating circumstances (atypical or extraordinary) that have negatively impacted their attendance, effort or behaviour, they may make an Application for Special Consideration (Appendix 2) as soon as they become aware. This application needs parent/caregiver support and will be considered by the Principal or delegate. When a student is removed from the list via this process, they will be notified by the Principal or delegate.

Application for Case Review

Typically for failure to meet benchmark requirements in Effort/Behaviour or Attendance, or non-compliant with Assessment Policy.

After a period of four school weeks from the receipt of the School Representation Letter or date of non-compliance with the School Representation Policy, if a student has been working hard to meet the expected benchmarks they have the opportunity to apply for case review. It is the student's responsibility to collect an Application for Case Review (Appendix 3) from their Dean or Deputy Principal. Students will need to show improvement over a period of time no less than **four (4) school weeks**. As part of their application for case review the student will be required to gather information from each timetabled teacher, and the Student Engagement Teacher regarding attendance.

Students will be able to meet with their Deputy Principal to discuss their case review and outcome. Students will remain on the 'non-rep' list if there is insufficient evidence of improvement.

Related Policies and Procedures

- Student Code of Conduct
- Attendance Policy
- Assessment Policy

Appendix 1: Sample Letter/Email

17 June 2026

«Given_Names» «Family_Name»
c/- «Mailing_Title»
«Address_Line_Proper»
«Suburb»

Dear «Given_Names» «Family_Name»

After a review of your school records, I wish to inform you that you have been identified as ineligible for school representation and extracurricular involvement.

It is our priority that students focus on achieving their best in their academic studies and this policy has been implemented as part of our strategies for improving student achievement.

Attached for your information is a copy of the School Representation Policy. I ask that you familiarise yourself with this policy and that you set yourself a goal to improve your standing as you prepare for future pathways and a successful career.

This will take effect immediately and remain in place until improvement is demonstrated. If you believe an error has been made or there are special circumstances for your standing, you are able to submit an application for special consideration. This will then be investigated by your House Master and/or a member of the Administration and a determination will be made in relation to your case. If you have any concerns regarding this notification please do not hesitate to contact me. I am only too happy to discuss this with you.

Yours sincerely

Ross Bailey
Executive Principal

Appendix 2: Application for Special Consideration

This form is to be submitted to the reception in the Dean's office.

Student Name: ..... Home Group: ..... Year Level: .....

I understand that representing the school is a privilege and students are invited to represent the school. I wish to apply for Special Consideration to be considered for school representation for the following reason/s:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Student Signature ..... Parent Signature .....

Date: ..... Parent Name .....

Office Use Only:	*Approved* ☐ *Not Approved* ☐ ***DP Signature:***
Reasons / Notes	
Master List updated ☐	*Appeal document to be placed in student's file*

Appendix 3: Application for Case Review

Available from **week 4** after notification of non-compliance with School Representation Policy.
This form must be submitted to the reception in the Dean's office.

Student Name: ..... Home Group: ..... Year Level: .....

Depending on your area for review: complete section 1 and 3 for Effort, Behaviour and Assessment reviews; complete section 2 for Attendance review.

	Teacher Name	Signature	Effort ABCDE	Behaviour ABCDE	Personal Standards of Presentation	Uniform Standards	Assessment up-to-date	Assessment is of an adequate standard
1	*Dean*		A B C D E	A B C D E	A B C D E	A B C D E		
2	*Student Engagement Teacher*		YTD Student Attendance: %		Last 20 days student attendance: %		YONDR compliance: Y / N	
3	*Home Group Teacher*				A B C D E	A B C D E		
	Subject Teacher		A B C D E	A B C D E	A B C D E	A B C D E	☐ Yes/ ☐ No	☐ Yes/ ☐ No
	Subject Teacher		A B C D E	A B C D E	A B C D E	A B C D E	☐ Yes/ ☐ No	☐ Yes/ ☐ No
	Subject Teacher		A B C D E	A B C D E	A B C D E	A B C D E	☐ Yes/ ☐ No	☐ Yes/ ☐ No
	Subject Teacher		A B C D E	A B C D E	A B C D E	A B C D E	☐ Yes/ ☐ No	☐ Yes/ ☐ No
	Subject Teacher		A B C D E	A B C D E	A B C D E	A B C D E	☐ Yes/ ☐ No	☐ Yes/ ☐ No
	Subject Teacher		A B C D E	A B C D E	A B C D E	A B C D E	☐ Yes/ ☐ No	☐ Yes/ ☐ No
	Subject Teacher		A B C D E	A B C D E	A B C D E	A B C D E	☐ Yes/ ☐ No	☐ Yes/ ☐ No

Student Signature:	Date:	Office Use Only:	Approved ☐ Not Approved ☐ DP Signature:
Deputy Principal:	Date:	*Master List updated* ☐	*Appeal document to be placed in student's file*
Reasons/Notes:			

Appendix 4: Sample Letter – application successful

17 June 2021

«Given_Names» «Family_Name»
c/- «Mailing_Title»
«Address_Line_Proper»
«Suburb»

Dear «Given_Names» «Family_Name»

Congratulations and well done!

Your application to review your school representation status has been successful.

I would like to congratulate you on your efforts to be a positive member of Corinda State High School. You have shown *[character strength]* to commit to your successful engagement with your learning and the school community.

The school looks forward to your continuing perseverance and positive connection with the school values of Integrity, Compassion, Curiosity and Drive. I look forward to seeing you represent the school.

Yours sincerely

Ross Bailey
Executive Principal