



CORINDA STATE HIGH SCHOOL



COMMITMENT
Comet

School Representation Policy

Rationale:

In order to maximise achievement of students, there is a need to set minimum benchmarks for students to participate in extracurricular activities or to undertake school representation.

We believe that it is important to set high expectations of students in relation to academic completion and achievement, personal presentation, attendance and behaviour in order for us to achieve our vision of Exceeding All Expectations.

Objectives:

This policy is designed to:

- Reinforce positive expectations of students and particularly Commitment from the School's SWPBS.
- Ensure students are provided with every opportunity to achieve requirements for success in their academic studies.
- Encourage students to find a balance between their academic studies and extracurricular involvement.

Implementation:

School Representation includes any activity where the student represents the school. Examples include: representative sport, debating team, forums, competitions and performances.

Extracurricular activities include any activity which is additional to the core curriculum being delivered. Examples include: special events in and out of school time, such as school socials or year level events, music camps, additional courses, school musicals and specialised excursions which do not relate to the direct delivery of curriculum programs.

Some other examples: participation in whole school events such as Multi-cultural day is permitted, however, performing on stage or being part of the Parade of Nations or Cultural Dancing is considered to be performing and not permitted. Attendance at the School Social or Senior Formal is not permitted.

At the beginning of each term/semester, the Reporting Deputy Principal will compile and publish a list of students who are not eligible to participate in extracurricular activities or school representation. This will last for the duration of the term or until the school administration is satisfied that the student has improved their academic standing by improving their behaviour, effort, attendance and personal presentation. Students who fall into the following categories will be notified in writing of their ineligibility to participate in extracurricular activities or school representation:

- Any student awarded Ds (Needs Attention) and/or Es (Unsatisfactory) in effort and/or behaviour.
- Not meeting the expectations of the School's Responsible Behaviour Plan for Students such as School Disciplinary action, suspension or returning from Behaviour Improvement Condition (BIC), any behaviour by a student which is deemed serious enough and which brings the school into disrepute.
- Students with outstanding assessment (throughout the year faculty HOD notifies Admin Officer)
- Students who fail to complete outstanding assessment to an adequate standard (throughout the year faculty HOD notifies Admin Officer)
- Students who do not meet the 90% attendance requirement (unexplained absences)
- Students who choose to truant from lessons or school days. (unauthorised absences)



CORINDA STATE HIGH SCHOOL



COMMITMENT
Comet

School Representation Policy

- Students who have records of constant uniform breaches and continually challenge the standards of personal presentation, such as piercings, unacceptable hairstyles or colouring, and makeup. (Relevant Year level co-ordinators advise admin officer of these students at the end of each term)

The list of students will be constantly updated and published for all staff on Corinda OnePortal. All staff who are working with students in extra-curricular areas need to check the master list on OnePortal to screen their participants.

Form Teachers, Subject teachers, Year Level Co-ordinators and Heads of Departments are to inform the relevant year level Deputy Principal of students who fall into the above breaches and the determination will be made by the Deputy Principal on the presentation of the relevant information.

Application for Special Consideration:

On receipt of the School Representation Letter students, with the assistance of their parent/carer are permitted to make an Application for Special Consideration. It is expected that this form of application will only be completed if some atypical or extraordinary event had taken place in the student's life that had a negative impact on their behaviour and choices. This Application will be considered by the Principal. The decision will be communicated in writing. .

When a student is removed from the list via this process, they will be notified in writing by the Principal.

If a student is not removed from the list via this process they remain on the list for the remainder of the semester. At the end of the semester they will automatically be removed from the list if they have met all School Representation benchmarks.

Application for Case Review: (Also available below)

This Application can be made from **week four** onwards during each term. If a student has been working hard to meet the expected benchmarks to represent Corinda SHS they have the opportunity to apply for case review. It is the student's responsibility to meet with their relevant Deputy Principal to collect a Case Review Application Form.

As part of their application for Case Review the student will be required to gather information from the following staff:

- form teacher
- every subject teacher
- and collect attendance data from the rolls room
-

Students will remain on the list if there is insufficient evidence of improvement in the area/s identified above

Review:

This policy will be reviewed annually by the Senior Leadership Team.



CORINDA STATE HIGH SCHOOL



School Representation Policy

Application for Case Review

Available from **week 4** each term.

This form must be submitted to the administration.

Name: Form:

1. To be completed by your **Form Teacher** and current **Subject Teachers**

Teacher Name	Signature	Effort	Behaviour	Personal Standards of Presentation	Uniform Standards	Assessment Up-to-date	Assessment is of an adequate standard
Form Teacher:		SATISFACTORY / UNSATISFACTORY	SATISFACTORY / UNSATISFACTORY	SATISFACTORY / UNSATISFACTORY	SATISFACTORY / UNSATISFACTORY	Yes/No	Yes/No
		SATISFACTORY / UNSATISFACTORY	SATISFACTORY / UNSATISFACTORY	SATISFACTORY / UNSATISFACTORY	SATISFACTORY / UNSATISFACTORY	Yes/No	Yes/No
		SATISFACTORY / UNSATISFACTORY	SATISFACTORY / UNSATISFACTORY	SATISFACTORY / UNSATISFACTORY	SATISFACTORY / UNSATISFACTORY	Yes/No	Yes/No
		SATISFACTORY / UNSATISFACTORY	SATISFACTORY / UNSATISFACTORY	SATISFACTORY / UNSATISFACTORY	SATISFACTORY / UNSATISFACTORY	Yes/No	Yes/No
		SATISFACTORY / UNSATISFACTORY	SATISFACTORY / UNSATISFACTORY	SATISFACTORY / UNSATISFACTORY	SATISFACTORY / UNSATISFACTORY	Yes/No	Yes/No
		SATISFACTORY / UNSATISFACTORY	SATISFACTORY / UNSATISFACTORY	SATISFACTORY / UNSATISFACTORY	SATISFACTORY / UNSATISFACTORY	Yes/No	Yes/No
		SATISFACTORY / UNSATISFACTORY	SATISFACTORY / UNSATISFACTORY	SATISFACTORY / UNSATISFACTORY	SATISFACTORY / UNSATISFACTORY	Yes/No	Yes/No
		SATISFACTORY / UNSATISFACTORY	SATISFACTORY / UNSATISFACTORY	SATISFACTORY / UNSATISFACTORY	SATISFACTORY / UNSATISFACTORY	Yes/No	Yes/No
		SATISFACTORY / UNSATISFACTORY	SATISFACTORY / UNSATISFACTORY	SATISFACTORY / UNSATISFACTORY	SATISFACTORY / UNSATISFACTORY	Yes/No	Yes/No
		SATISFACTORY / UNSATISFACTORY	SATISFACTORY / UNSATISFACTORY	SATISFACTORY / UNSATISFACTORY	SATISFACTORY / UNSATISFACTORY	Yes/No	Yes/No

2. **Rolls Officer** – visit the rolls room and collect an up-to-date print out of your attendance data signed by Rolls Staff. Attach the printout to this application.

Student Signature: Date:

Deputy Principal: Date:

Office Use Only:	
Approved/Not Approved	
Reason	
Master list updated	