

South Grafton High School

N-Award Warning Letter Policy (2015 – 2018)



2016



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Table of Contents

Table of Contents.....	2
N-Award Warning Letter Policy (Non-Completion of a Course).....	3
HSC, Preliminary and Stage 5 Courses.....	3
JUNIOR STUDENTS (STAGE 5 – YEARS 9 and 10)	4
ABSENCES.....	5
YEAR 10-12 TERMLY REVIEW/ SENIOR REVIEW PROCESS	5
NESA FINAL ‘N’ DETERMINATIONS	5
STUDENT PROCEDURES FOR REDEEMING FINAL ‘N’ DETERMINATIONS	6
YEAR 9-12 N-AWARD ELECTRONIC REGISTER.....	7
YEAR 9-12 REDEEMED N-AWARD LETTERS.....	7
YEAR 10, 11 AND 12 REDEEMED FINAL ‘N’ DETERMINATIONS	7

N-Award Warning Letter Policy (Non-Completion of a Course)

HSC, Preliminary and Stage 5 Courses

An official NESAs N-Award Warning letter should be sent to the parents of any student who is in danger of not satisfactorily completing a course or who fails to complete an assessment task. If the outstanding work is not completed within the time set out in the N-Award Warning letter then a follow-up N-Award Warning letter should be sent indicating this. This may involve multiple letters for the same outstanding work product. NESAs N-Award Warning letters are issued regularly where required.

Current N-Award Warning letters (as required by NESAs) are generated through the Wellbeing module in the Sentral administration system. They are:

- HSC Course
- Preliminary Course
- ROSA (both Year 9 and Year 10)

These N-Award Warning letters must be used if a student is in danger of an 'N' determination in the course concerned. ALL LETTERS ARE PRINTED ON WHITE PAPER.

NESAs N-Award Warning letters are NOT a punitive instrument. If the work requested for completion is completed, they are nullified. In the eyes of NESAs – and in terms of natural justice - we must be seen to be giving students the opportunity to fairly redeem the situation.

Each N-Award Warning letter MUST observe the following (when writing in the boxes below):

Task Name/Course Requirement/Course Outcome	Date Task Initially Due (if applicable)	Action required by student	Date to be completed by (if applicable)

- List the precise task (incl. reasonable word/ page limit) eg. "Essay on Causes of Disease – 2 x A4 pages minimum" OR attach a copy of the task to the letter.
- Be certain to list 'date of task initially due' AND a 'date to be completed by' by day/ month/ year – and ALWAYS allow a minimum two weeks for completion.
- Never use 'ASAP' as a completion date. It must be exact by day/ month/ year.
- Be certain to list only significant pieces of work – by name (ie. 'Bookwork' is not sufficient. Precise tasks should be listed by name). Additional sheets may need to be added to facilitate this detail. Successive letters listing any incomplete tasks need to be sent.
- Non-serious completion of previously listed tasks should be listed and remarked upon on successive letters (with expected word or page limits).

- Work can be insisted upon but cannot be attached to other demands. Discipline or attendance matters sit alongside N-Determinations and must be dealt with separately.
- School attendance must be addressed through the impact on Course Completion Criteria – by course. School reviews should prevent this becoming a long term issue.
- Sentral attendance summaries will be sent by the school as evidence for eventual cases. School review processes are submitted as supporting evidence for eventual cases.

Faculties need to have the Principal’s signature on all letters sent. Faculties must keep a record of all N-Award Warning letters sent. Each N-Award Warning letter must indicate how many warnings have been sent before. If a student is to receive an ‘N’ Determination, copies of the N-Award Warning letters must be available to counter any appeal made by the student. NESAs will not support an N-Award if the official letters have not been sent and copies kept.

The original letter, signed by the Head Teacher, is conveyed by the Principal to the front office for posting. Multiple postings of letters in the same envelope should only occur after parents have been telephoned and the matter(s) discussed. Parent phone calls should be made to all students when an issue is significant enough for a letter - or repeat letter(s) - to be sent home. The signed parent signed tear-off slip should be retrieved by the faculty for each letter sent. Parent responses should be documented, along with any phone contact made.

JUNIOR STUDENTS (STAGE 5 – YEARS 9 and 10)

Students are required to complete daily work, assignments, assessment tasks, homework and other tasks in class to satisfy the Course Completion Criteria in every subject they undertake. If a student is in danger of not completing expected work, then an official NESAs N-Award Warning letter must be sent.

Written warnings are issued regularly where required. N-Award Warning letters are sent as early as possible so that action can be taken by the student and his/her parents to overcome the situation. If work is not submitted as required an N-Award Warning letter is sent so that the parents firmly know the student is not completing the work that has been set. In terms of fairness, NESAs insists that a student must be given the opportunity to correct the problem.

N-Award Warning letters should be for work matters only and for the work-resistant student.

They are not a punitive instrument for the whole class, a cure for classroom discipline or a deeper classroom learning concern. Teacher and Head Teacher reflection on the task, its in-class explanation, its demands and its deadline for submission should be considerations before multiple letters are sent. If there are multiple letters, faculty phone calls to parents **MUST** accompany letters.

Standard letters are available on Sentral. These letters are

- Year 10 ROSA Warning Letter
- Years 7, 8 and 9 Warning Letter

- Any Year 7, 8 or 9 student with outstanding work should have the school's Warning Letter sent, although in terms of NESAs it is highly improbable that this will count against a student long term. The current situation at the end of Year 9 or 10 ROSA course study is the major focus.

ABSENCES

NESA does not mandate attendance requirements (however it does offer 85% attendance as a guide for engagement in programmed lesson time) but principals may determine that, as a result of such absence, the Course Completion Criteria may not be met in individual courses. This means that if a student is absent from school, N-Award Warning letters must be sent for each affected course taken by the student. NESAs will not accept any 'whole school' approach which merely states a student has been absent from school. It is EACH faculty's responsibility to show how absence has affected a student's ability to meet Course Completion Criteria in their course.

YEAR 10-12 TERMLY REVIEW/ SENIOR REVIEW PROCESS

In most terms in Week 6 - 8, Head Teachers are requested to obtain information (copies of letters, attendance records) and submit current concerns for students in our student review process. Information is collated from across the school and letters warning of expulsion are sent with requests for improvement and offers of support from the school. Parent interviews are also conducted for students most at risk and agreed plans for student improvement are put into place with consequences for no improvement clearly outlined.

NESA FINAL 'N' DETERMINATIONS

In Term 3 (Years 12, 11) and Term 4 (Year 10) each year, the Principal will request information from Head Teachers concerning any ROSA (Year 10), Preliminary (Year 11) or Higher School Certificate (Year 12) student(s) who are subject to an 'N' determination in any course or subject for that year.

Any student subject to an 'N' determination must be a 'current concern' at the time of Principal information request.

Any student listed as of current concern is then interviewed by the Principal, provided with appropriate appeal forms and the appeal procedure is outlined to the student. All deadlines and school and student responsibilities are articulated clearly and MUST be upheld.

Students are issued with the case against them by the school by a set NESAs deadline. It is the Head Teacher's responsibility to make that case which the Principal (or Senior Executive/ Senior Studies coordinator) will lodge with the student and his/ her family. Given deadlines, further N-Award warning letters after this NESAs deadline for alerting students are not included but can be earnestly pursued.

Students are responsible for securing ALL work and/ or resources to complete outstanding work from their teacher(s).

Note that if a student simply copies work out or presents work that is not their own original work, or if the work is of a non-serious nature, the result they are trying to overturn will remain fixed and decided on account of this dishonest practice.

An alternative task(s) may be arranged by the faculty – where practical - for completion so as to prevent this occurring.

STUDENT PROCEDURES FOR REDEEMING FINAL ‘N’ DETERMINATIONS

Students are consistently encouraged by school staff and parents to redress an ‘N’ determination for either their ROSA (Year 10), Preliminary (Year 11) or for the Higher School Certificate (Year 12). The onus rests with the student to do so.

The school is obliged to warn of concerns and incomplete or outstanding work of concern (as official NESA N-Award Warning letters articulate) and do so with time enough to enable correction of the concern or submission of outstanding work products. Faculty interviews (by phone and face to face) occur in addition. Records of any such interviews should be recorded on Sentral.

It must be noted that because of poor attendance or refusal to participate in class, practical activities, excursion experiences, experiments, whole class demonstrations and the like often cannot be easily re-presented or redone and will only occur if practical to do so. Missing critical in-class lesson experiences may render a student incapable of receiving a higher mark/ grade or better ROSA determination than those already administered. Depending on the severity of the problem, students in this position often sign out of school and re-present at TAFE for a second attempt at the ROSA, Preliminary (Year 11) or Higher School Certificate.

In the event of a student wishing to ‘overturn’ a final ROSA ‘N’ Determination, a final Preliminary (Year 11) ‘N’ Determination or final Higher School Certificate (HSC) ‘N’ Determination, students must:

- Firstly seek outstanding work from their teacher in that class at the time of the year and catch up outstanding work as listed on their warning letters. (Note that if a student simply copies work out, the result they are trying to overturn will remain fixed and decided on account of this dishonest practice. An alternative task(s) may be arranged by the faculty - where practical - for completion so as to prevent this occurring).
- Politely negotiate an appointment with their teacher or the Head Teacher of the faculty where the concern lies.
- Present their workbooks and notes from earlier terms across Year 10, Preliminary or Year 12 and be able to articulate where it is they feel they have outstanding work. This can assist the staff member when the work owing is ‘old’ work.
- Present NESA N-Award Warning letters sent to them to the faculty Head Teacher from whom they were sent - with their completed work. Students may need to politely ask the faculty Head Teacher for any further work or work sheets.

These procedures are explained in detail to the student when the final 'N' Determination process is enacted.

Students seek to overturn their 'N' determination in the knowledge that many letters, parent phone calls, interviews with teachers, Head Teachers, Deputy Principals and the Principal have occurred already. Much time has been invested in the student correcting their poor decisions concerning their work.

Their humility and tact is expected so that mutual cooperation with faculties can assist them to remedy their concern. The retrieval or accumulation of work is often no simple task for a teacher who must revisit past work folders and the like. The teacher remains willing to assist but is ever mindful of the poor decisions made by that student when studying that topic or unit.

If need be, a teacher will recover outstanding work within TWO days of the student request. Ongoing teacher commitments before, during and after school make this necessary. Instantaneous teacher action - after extended periods of student inaction – is an unreasonable expectation. Students MUST actively seek the work. Staff are obliged to assist students in the resolution of their N-Awards.

By following the above steps, students will be aware of all avenues through which to work to address their disappointment.

YEAR 9-12 N-AWARD ELECTRONIC REGISTER

All students who have had N-Award Warning Letters sent home are listed on Sentral.

YEAR 9-12 REDEEMED N-AWARD LETTERS

Students are encouraged by staff and parents to complete the outstanding work listed on 'N' Award Warning letters and the onus rests with the student to do so. Students are actively and consistently encouraged to do this by their teachers, Head Teachers and Year Advisers. If a student submits the required satisfactory work to the teacher the 'N' Award Warning letter will be listed as resolved on Sentral by that faculty.

YEAR 10, 11 AND 12 REDEEMED FINAL 'N' DETERMINATIONS

Students are to follow NESAs appeal procedure articulated by the Principal and report within deadline dates with proof of completion of outstanding work. The Principal makes a decision based on available evidence – and in consultation with class teachers and the Head Teachers concerned - and notifies NESAs of the withdrawal of the 'N' determination or its continued support by the school.

The student must satisfy his/ her teacher that they have completed the work outstanding to their satisfaction. This means that the work must be completed as original work and with a strong level of effort commensurate with the student's ability.

The student may seek a NESAs review if they disagree with the Principal's decision, otherwise the 'N' determination stands. NESAs decision is then final.