

Student Expectations

Audio Lessons:

- Attend lessons regularly, and let the school know if you will be absent
- Students should come to audio lessons prepared (with pens, paper, textbooks, etc.)
- Students are expected to follow the correct protocols during lessons

Email:

- Students should check their e-mails at least once per day
- E-mails which have been read and require no further action should be deleted
- The “Deleted Items” folder should be cleared regularly (at least once a week) – this prevents your mailbox becoming full and blocking further e-mails
- E-mails to teachers should be in sentences (at least two sentences long) and have correct spelling, grammar and punctuation – use the spelling and grammar check in the “Tools” drop down menu
- E-mails should have a polite and respectful tone and should begin with a salutation such as “Dear ...”. For example, “Dear Mr Baxter”. They should conclude with a Complimentary Close such as “Yours sincerely” and must be digitally signed
- Students should respond to teacher e-mails if asked to do so

Return of Work:

- Study learning materials, complete and correct self-check exercises in each unit before doing Assessment Tasks and work returns via Qlearn.
- Send your work as Word documents or scanned documents via Qlearn
- Most subjects require work to be sent every two weeks – students are expected to follow the work schedule. If there are reasons why you are not able to do so, you must contact your teacher immediately
- If no work is received a work reminder is sent – students are required to respond to this.
- If no response is received, the school will be in contact with the Home Tutor to ensure that the work reminder has been received and ask the student and tutor why they have not complied with the school requirements for return of work. The student/tutor must provide a formal response. If the response is still not sent, the official truancy process will be commenced

Subjects:

- Complete all your subjects each term. For Junior Secondary, most subjects need at least 4 – 6 hours each week.
- Complete all your subjects each term. For Senior Schooling, you should be doing between 5 and 7 subjects if you are seeking an ATAR or QCE. Most subjects need at least 4 hours each week
- Work consistently in all the subjects of your current term program, not just in a selected

Contacting Teachers:

- Contact your teachers regularly, by email or phone
- If a student is having problems with a particular subject, it is expected that the student will contact the teacher – teachers do not care how often students phone or e-mail them. They are there to help
- If there is a general problem affecting a student’s work (e.g., illness, family emergency, travel) the head of department should be contacted

Students must also be:

Thoughtful

- Listen to fellow students' questions in class.
- Maintain good condition of equipment and resources.
- Use appropriate public language.
- Follow the simple rules when visiting our school or participating in field services.
- Use simple social courtesies (i.e., 'thank you' / 'please').
- Respectful to peers, staff and community members.

Responsible

- Be prepared for lessons.
- Complete your assigned work as per the Work Rate Calendar.
- Follow teacher directions.
- Ask for help when you need.
- Be engaged in your learning (i.e., attend online lessons, be on time).

Accountable

- Do your own work, do not plagiarise.
- Use your mistakes as the start of further learning.
- Be honest.

Cooperative

- Look for opportunities to help others.
- Take different roles for group work activities.
- Respect other's space and belongings.
- Encourage fellow students to do their best.

Kind

- Support others in social situations.
- Be active in supporting other students in their transition into our school.
- Value others