



Red Cliffs Secondary College Council Policy

Policy Title:	Student and College Representation Policy		
Date Ratified by Council:	October 11th 2016		
Council President:	Philip Hand	Signature:	
Principal:	David Browne	Signature:	

Rationale:

Red Cliffs Secondary College seeks to educate the whole student as an individual. We place equal importance on the development of academic, social and emotional skills. We embrace the concept of life-long learning so that all students can make positive contributions to society both now and into the future. We encourage and develop in students the capacity to take risks, embrace opportunities, support each other and be accountable for their decisions. The College therefore provides many opportunities for students to extend their learning outside of the mainstream classroom environment as well as participation in events where students represent the College in a range of activities including camps, excursions and extracurricular activities.

Aims:

The aim of this policy is to outline the College requirements for students to participate in a wide range of extra curricular activities. For the purposes of this document, the following representative experiences identified below will be collectively referred to as 'College Representation.' These activities include, but are not limited to:

- Representative sport.
- Performing Arts activities.
- Excursions and camps.
- Leadership and mentoring programs.
- Ceremonial and community participation events.

Curriculum based events and whole year level or cohort incursions are exempt from this policy.

College Representation opportunities at Red Cliffs Secondary College aim to:

- Enhance and enrich the curriculum.
- Improve connectedness to school.
- Support student social, emotional and academic skill development.
- Prepare students for their chosen pathway.
- Provide opportunities for students to interact and develop connections with the broader community.
- Provide opportunities to develop teamwork and leadership qualities.
- Expose students to new ideas, activities and experiences.

Red Cliffs Secondary College staff will work together to ensure that these experiences address the physical, social, emotional and academic needs of students. In order to maximise student outcomes, the College Representation Policy will set high expectations for students to complete required benchmarks in relation to academic achievement, behaviour, attendance and uniform in accordance with our College Code of Conduct.

Eligibility for participation:

Students who are eligible to participate in college representative activities need to meet the following criteria each term:

- Student complies and meets the expectations of our College Code of Conduct.
- Student maintains an approved attendance of 90% or higher.
- Student consistently follows the school uniform policy.
- Student has no workchecks owing – there is no work overdue or outstanding.
- Student has not received a suspension.

- Permission note for activity is returned prior to the set due date.

All students are expected and supported to participate in college representative activities, however, a student may be excluded from participation if they have not met the eligibility criteria as outlined above, within a 1 term period leading up to the time of the activity.

Red Cliffs Secondary College maintains and values high expectations for both our staff and students. Therefore, there are student behaviours that the College considers to be unacceptable that will result in a student being excluded from participation in College representation activities, if these behaviours occur within a 1 semester period leading up to the time of the activity.

Unacceptable behaviours that will result in a lengthier period of exclusion include:

- Threatening or violent behaviour towards a staff member
- Frequent bullying
- Fighting and physically violent behaviour towards another school community member.
- Smoking, alcohol or other drug use on school grounds.

It is the role of the Sub School Managers and Student Management team, overseen by the Assistant Principal – School Operations, to maintain a list of students who are eligible to participate in school representative activities. These records will be kept using Xuno.

It is the role of the staff member coordinating the college representation activity to consult with the Sub School Manager and relevant Year Level Coordinator prior to requesting parental consent for a child to participate in a college representative activity. It is the role of the coordinating staff member of the activity to record on Xuno the participation of each child at these events so that students can be recognised for their participation in their end of semester Community Service Certificate.

In individual situations where a child has not met the minimum criteria, they may still be considered as eligible for involvement in college representation activities, on a case by case basis. This will be authorised by the Principal or his/her delegate, when the activity is aimed at reconnecting the student with the school community.

Where possible, teachers are expected to staff excursions and camps with support from school community members. All supervising adults assisting with camps and excursions will be required to have current Working with Children's Checks. Teachers are to actively minimise the number of absences from their classes. The number of teacher absences, including personal leave, will be taken into account when the Operations Committee considers approval for a teacher's participation in a college representation activity.

Role of the student:

- To ensure they understand and follow all expectations outlined in the College Code of Conduct.
- Authentically prepare appropriately for college representation activities, where relevant.
- To ensure that all class work is up to date. Where work is not up to date, students are responsible for communicating with their teacher and making arrangements to complete all set work as soon as possible.
- To ensure they understand and follow all expectations as outlined in this policy.
- To communicate with their Year Level Coordinator and/or Sub School Manager where they are needing more support with meeting these minimum expectations so that an Individual Student Engagement plan can be developed.
- To return written parent permission notice back to the coordinating staff member no later than the set due date provided.
- To provide written notes to front office to get a uniform pass, when they are out of uniform.

Role of the parent/ guardian:

- Communicate all approved absences to the College on the day of the absence. Where absences are for 3 days or more, due to medical reasons, a doctor's certificate must also be provided.
- To support their child to understand and meet these minimum expectations consistently.
- Regularly check the Xuno Portal for up to date communications from the College relating to work checks.

- To support and positively encourage their child to understand and follow the expectations outlined in our College Code of Conduct.
- To communicate with the Year Level Coordinator / Sub School Manager where there are concerns that their child is at risk of not meeting these minimum requirements or complying with the College Code of Conduct, so that parents / guardian and staff can work together to support the child.
- To provide signed Cases permission note for participation in the activity, prior to the set due date.
- To ensure your child attends college representation activities in full school uniform.
- To provide students with a written note when they are out of uniform.
- To provide written permission communicating alternative arrangements for travel to and from an event / activity, where the parent is taking responsibility for travel. This includes written permission if an alternative carer / guardian is transporting the child to and from the event /activity i.e. grandparent, family friend.

Role of College staff:

- To maintain current and accurate records of outstanding and overdue work on Xuno.
- To remind students of set due date that written permission needs to be returned by.
- To ensure that all planning and coordination leading up to a college representation activity is completed thoroughly.
- To ensure that the camps and excursions process as outlined in the Camps and Excursions Policy is followed.
- Where applicable, consider individual needs of students on a case by case basis to ensure that students are supported to participate in college representation activities.
- To communicate all relevant policies to our school community and relevant stakeholders.
- To actively encourage and communicate participation in college representation activities.
- To follow up on any breaches of this policy, directly with individual students.

This policy is to be read in conjunction with the following policies:

- Student Code of Conduct
- Uniform Policy
- Camps and Excursions Policy
- Students Smoking Policy
- Managing Suspected Drug-related Incidents Policy
- Student Engagement Policy
- Statement of Values on Child Safety

Evaluation:

- This policy will be reviewed annually or as is necessary.
- This policy will be ratified by College Council as part of the school's four year review cycle.