
*Policy: Senior School Study
Sessions held outside
school hours*

School: Benalla P-12 College

Section: Curriculum

Version:

Senior School Study Sessions outside school hours

Agreed Understandings:

It is our belief that additional assistance to students outside of scheduled class time contributes to improved learning outcomes and supports Benalla P-12 College's commitment to excellence. The needs of individual students may differ and the learning outcomes of different units of work may differ. Study sessions may take many different forms – individual, small group work or a large group session. The study sessions should not place excessive demands on staff and/or students.

Guidelines:

1. Study sessions are run by teachers on a volunteer basis.
2. Student attendance and participation is optional.
3. Core study work should not be introduced in these sessions.
4. Undertaking these sessions may be used to offset attendance issues for a particular unit of work but students must be encouraged to attend all timetabled classes on a regular basis. (refer to Attendance Policy guidelines)
5. DET staffing and supervision guidelines must be adhered to when running these sessions.
6. Parents must be informed about sessions outside of school hours - *(see implementation)*
7. The 'duty of care' by teachers applies at all times.
8. Study sessions must be productive and treated as a valuable opportunity by students and teachers.

Implementation:

1. One after school time per week will be devoted to a general study group session open to all senior school students (generally Monday after school)
2. Teachers may organise sessions during school hours (at lunchtime, recess or during study periods) without communicating with parents.

3. Teachers wishing to organise a regular session after school with students, which is not during the general study group session, must communicate with parents and the Senior Subschool. This must be held at a time the teacher is not required for compulsory meetings or other duties.
4. Teachers who wish to conduct study sessions on weekends or during holidays must discuss arrangements with the Campus Assistant Principal prior to communication with students and/or parents.
5. Study sessions will only run during one week of each term break of the school year. This week will be determined as early as possible at the beginning of the school year in order to communicate this to staff, students and parents.
6. As required, the Senior School will develop a timetable for study sessions held during school holidays and arrange for a staff member to be present on the Barkly campus during these times.
7. Staff should not arrange an excessive number of study sessions within the school holiday week. A maximum would be three two - hour sessions per class.

Basis for discretion:

The basis for discretion lies with the Principal as an operational matter.

Date ratified by Benalla P-12 College Council: 28 November, 2015
Recommended date for review: November, 2017

Date Implemented:	November, 2015
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