



Marian Catholic College Kenthurst

SENIOR STUDY STUDENT GUIDELINES

Expectations

With commitments to sport, part-time work, recreational pastimes, and family, senior students should welcome the opportunity to study at school where they can complete homework, prepare for assignments / assessment tasks, and organise a study regime in an atmosphere conducive to study. In order to maximise study lessons, students must arrive at the study room on time and with a set goal to complete within the study lesson.

Study Room – Stephanie Bruce Room

Entry for the students is via the double doors leading to the main quad. The back door of the LRC is never to be used. Students must use the bags rack outside the LRC or place their bags on the left hand side of the walkway leading to the study room.

Student Behaviour during Study Lessons

- There is to be no talking, discussions, or group work within the study room.
- Students must be engaged in written work, reading prescribed texts, or researching assignment-related material.
- Listening to recreational music while studying is **NOT** permitted.
- Students who need to leave the study room / LRC for any reason must have the supervisor's written permission in their Student Planner.
- The study lesson ends on the bell. There are no early marks!

Roll Marking

Each study lesson there will be two roll-marking sheets, one for Year 11, one for Year 12. Each study supervisor will bring the roll around and students will initial next to their names. If a student has written permission from one of their teachers giving permission to work in a practical area during the study period

(E.g. Art), this note is shown to the supervisor and their name is marked off with the location of the student for the period. If the area is not supervised the student is to come straight back to the study room and work there. This permission is for one study period at a time and if there is a double period or consecutive periods the student must come back to study to record their whereabouts and let the supervisor know.

College Laptops

Students who are using the College laptops must follow these procedures;

- To use a College laptop for study the students must place their student card on the desk nearest to the trolley and place the number of the laptop they are using on their card. When the laptop is returned they must return it to the correct location and plug it in, then collect their student card.
- Students may listen to audio using headphones, provided that the audio is related to the area of study e.g. documentary on WWII, cooking demonstration etc.
- Abide by the ICLT Agreement.
- Students may use the laptop for research if they are available but must not use them for playing games or for private business.

Students' Personal IT Devices

Students may bring their own laptops to school but the College takes no responsibility for loss or damage. Students must adhere to the following guidelines for use;

- Students may listen to audio using headphones, provided that the audio is related to the area of study e.g. documentary on WWII, cooking demonstration etc.
- Abide by the ICLT Agreement.
- Students may use the laptop for research if they are available but must not use them for playing games or for private business.

If a student needs to access IT using his or her own mobile phone, the student must ask the supervisor's permission, otherwise the student will be in breach of the Mobile Phone Policy.

Breakout rooms

These three rooms are a bookable resource for group work and collaboration. They must be booked with the study supervisor each period. They may not be booked in advance. Failure to use these rooms respectfully will have students being removed and placed back in the main study group.

Permission to Leave Study

Students who need to leave the study room / LRC for any reason must have the supervisor's written permission in their Student Planner.

Procedure for Early Leave

Students must remain in study until the bell has rung indicating the end of that period.

The only exception is if the student has a note signed by the Leader of Learning – Pastoral Care giving permission to leave prior to the end of the period. This note must be shown to the supervising teacher prior to leaving.

Student Misconduct during Study

Students are required to follow the student guidelines and comply with the study supervisor's instructions. Causing disturbance, disrespect, back-chatting, non-compliance with the study supervisor, or any breach of the ICLT Agreement will not be tolerated. A warning should not be necessary.

Supervisors have been instructed to inform the relevant Year Leader of Learning regarding any breaches in study.