



**RANDWICK BOYS' HIGH SCHOOL**  
**POLICY ON SATISFACTORY PARTICIPATION AND 'N' WARNINGS FOR**  
**YEARS 9-12**

**Writing Date:** February 2008  
**Implementation Date:** February 2008

**Preamble:**

To ensure that students participate satisfactorily, schools have a responsibility to monitor student performance and to inform parents and caregivers when student performance is not satisfactory. In Stages 5 and 6, this is done through warning letters in relation to participation in Board of Studies courses.

Students and staff need to operate under consistent policies to ensure equity and fairness. The DET and the BOS have different requirements in relation to satisfactory participation. This policy covers the school's policy for monitoring student participation in Years 9-12.

**Policy:**

This policy provides the framework for:

- Notifying parents when a student is not meeting requirements for the School Certificate, Preliminary HSC or HSC,
- Monitoring satisfactory participation across the curriculum,
- Developing and implementing Improvement Programs,
- Triggering "N" determinations,
- Triggering Expulsion for unsatisfactory participation in the post-compulsory period of education.

This policy links to the DET Procedures for the *Suspension and Expulsion of School Students*. This policy links to the Board of Studies policies on "N" Awards.

This policy does not relate to student behaviour, except insofar as behaviour may affect a student's capacity to participate satisfactorily in his learning.

**Purpose:**

1. Schools are responsible for ensuring that students participate satisfactorily in their learning.
2. While satisfactory participation is linked to the teaching and learning practices of the school, it is also linked to ensuring that student participation is monitored effectively.
3. This policy outlines the circumstances and procedures for issuing "N" warning letters, interviewing parents and implementing Improvement Programs.
4. The policy establishes a framework under which "N" determinations may be made.
5. The policy establishes a framework under which students may be expelled for unsatisfactory participation, consistent with DET procedures.
6. Unsatisfactory participation will include:
  - a. Failure to complete an assessment task, consistent with the School's policy,
  - b. Failure to complete classwork,
  - c. Failure to complete homework.
7. Unsatisfactory participation does not relate to behaviour; it relates to work completed or not completed.
8. Where a student has two live "N" warnings in any one subject, this may be a trigger for the school to proceed to an "N" determination, leading to an "N" award.
9. Where a student has one live "N" warning in any three subjects, the student and his parents will be interviewed and an Improvement Program put in place.
10. Improvement Programs last for the duration of the course for which they are implemented.

11. Improvement programs are reviewed at five-weekly intervals. The parents or caregivers of a student who is not meeting his Improvement Program requirements will receive a formal warning of expulsion.
12. After a further five week period, if the student remains unsatisfactory, a decision will be made regarding expulsion.

**Procedures:**

1. An “N” warning letter is sent home to a student who is not participating satisfactorily in a subject.
2. The student is given two weeks, from the date of the letter to redeem the warning.
3. In the case of an “N” warning for an assessment task, the student receives a mark of zero, but must still complete the task, to demonstrate competence in the outcomes being assessed.
4. “N” warning letters are co-signed by the Head Teacher and the Deputy Principal.
5. The Deputy Principal will monitor data base of all letters issued and is responsible for establishing whether warnings have been redeemed, or have gone “live”.
6. Once a warning has gone live (that is after the two weeks warning period has elapsed without the warning being redeemed), ***it cannot be redeemed.***
7. ***Where a student has two live warnings in any one subject, the school may use this as a trigger to issue an “N” determination at the end of the course.***
8. Head Teachers and class teachers will be consulted prior to any decision to proceed with an “N” determination.
9. ***Where a student has a live “N” warning in three different subjects, the Deputy will arrange an interview with the student and his parent or caregiver. Where practicable, the Year Adviser will attend the interview. The purpose of this interview will be to implement an Improvement Program.***
10. At this interview, the Deputy will discuss the following:
  - i. What a live “N” warning means,
  - ii. The fact that a live warning cannot be redeemed,
  - iii. The meaning of an “N” determination,
  - iv. The meaning of unsatisfactory participation,
  - v. The purpose of an Improvement Program,
  - vi. The consequences of not meeting the requirements of an Improvement Program.
11. At the interview, the Improvement Program will be discussed, confirmed and signed by:
  - i. The student,
  - ii. The parent of caregiver, and
  - iii. The Deputy.
12. Each will receive a copy of the Improvement Program.
13. The program remains in place for the duration of the course and is reviewed by the Deputy and Year Adviser every five weeks.
14. Where a student fails to meet the Improvement Program, a second meeting is held with the student and his parent / caregiver. The following people may also be asked to attend:
  - i. Year Adviser,
  - ii. Careers Adviser
  - iii. Counsellor,
15. At this meeting the Deputy will:
  - i. Review the student’s performance and identify the areas of the Improvement Program that remain unsatisfactory,
  - ii. Seek a response from the student,
  - iii. Invite contributions from others present in relation to future pathways for the student,
  - iv. Issue the parent / caregiver with the formal warning of expulsion.
  - v. Set a final resolution meeting date at which meeting the Principal will be present.
16. At the final resolution meeting, the Principal will:
  - i. Review the processes that have been implemented,
  - ii. Determine the extent to which the Improvement Program has been met,
  - iii. Make a decision regarding expulsion,
  - iv. Inform the student and parent or caregiver of the decision in writing.