



## Student Responsibilities

### SBATs / TAFE / EXTERNAL COURSES / WEX

#### **ATTENDANCE AT SCHOOL**

With the exception of your release day or scheduled training day, you are to attend school for all timetabled lessons.

#### **EXAMS, ASSIGNMENTS, ASSESSMENTS and EXCURSIONS**

You must commit to passing all your subjects (particularly English and Mathematics), sit all exams, submit all assignments and assessments on or before the due date and attend all excursions unless you have made prior arrangements with your teachers. Part of your agreement is to fulfil your study requirements. Work commitments do not qualify as an excuse. **It is the student's responsibility (not the teacher's) to catch up on work they have missed.**

#### **POLICIES & PROCEDURES**

**Students are to strictly abide by all Shailer Park State High School's Student Policies - uniform, assessment, behaviour, attendance and class work. By signing this form, I understand I am representing Shailer Park State High School in the community and will be Safe, Responsible and Respectful at all times.**

#### **STUDY PERIOD/TUTORIAL**

If you are successful in securing a School Based Apprenticeship or Traineeship or entering into a TAFE course, you may be entitled to drop a subject (obtain a Study Period/Tutorial). **It is at the discretion of Shailer Park High School whether a Study Period will be granted.** If granted the policy is as follows:

- Traineeships – 30 days from day of sign-up
- Apprenticeships - 90 days from day of sign-up.
- Contract must have been registered by the Department of Employment, Small Business and Training.
- Change of subject form (from the office) to be completed with required signatures. ILO to verify entry into course/SBAT. Form to be returned to the Deputy Principal to agree / not agree to a study period.
- **You must stay in the subject and complete all work, assessments and assignments until the subject has been deleted from your timetable and you have been issued with a new timetable.**
- **Once your course/SBAT has completed, you will be required to return to a full timetable (i.e. pick up a subject).**

This Study Period/Tutorial allows you to use this study line for catching up on your subjects and on the theory component of the Apprenticeship/Traineeship/Course. **You must be using this time correctly (and you will be monitored) or this privilege will be taken from you.** The study period / tutorial will cease upon completion of the Traineeship and you will be assigned back into a subject.

#### **ABSENCE FROM WORK**

If you are unable to attend work, you must: (a) Contact your employer as early as possible, (b) Contact the ILO at school on 3451 2782 or ilo@shailerparkshs.eq.edu.au.

#### **THEORY TRAINING**

**Theory modules are huge part of SBATs or TAFE/Training Courses. It is essential that you attend all training sessions and complete the assessment in the time the trainer allocates.** Please contact your trainer at least 24 hours prior to your training session if you cannot attend. Alternatively, you may contact the ILO at school on 3451 2782 or ilo@shailerparkshs.eq.edu.au.

**I have read and accepted the above:**

Parent Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_ Dated: \_\_\_\_\_