Tamworth High School is an inclusive centre of innovation, creativity and excellence.
INTRODUCTION
At Tamworth High School, we believe that the Senior School represents the most challenging, exciting and rewarding two years of a students’ secondary education. As such, the focus of these senior years must then be upon engagement, attainment and personal growth for all students.

Having completed Stage 5 of their learning, students have entered the phase of post-compulsory education - Stage 6. Various options are available to students, many of which can be taken in combination with senior school enrolment including; Pathways, Vocational Education Training (VET) courses, Technical and Further Education (TAFE) links and work placement. Helping decide upon the best course of action as regards their future prospects involves working with students, their parents and community members to ascertain best directions.

The Stage 6 Senior School also brings greater responsibility. Senior students are regarded as leaders in the school. At Tamworth High School seniors are encouraged to behave, study, dress and speak in ways that will provide a positive role model for others to follow. While it is clear that a student’s final results will directly influence their entry into further education and/or career opportunities, it is equally important to recognise that the attitudes and values developed, the reports and references gained, and the skills attained will ultimately determine the ease through which the transition from school to work is achieved.

RESPONSIBILITIES OF TAMWORTH HIGH SCHOOL TO SENIOR STUDENTS
Curriculum & Teaching
- Provide a safe and supportive learning environment where all classrooms are productive and every lesson is focused on learning.
- Assist student to develop a wide range of skills and abilities which will not only allow them to maximise their Higher School Certificate (HSC) result, but which will prove valuable for the rest of their lives.
- Offer a broad range of subjects to cater for student interests and abilities.
- Conduct an assessment program so that the school based assessment mark that appears on the HSC accurately reflects student ability and application.
- Issue School Reports that provide constructive feedback on student performance.
- Provide support for senior students through the provision of Library based Study Centre supervised by qualified teaching staff.
- Supply skilful teachers committed to the development of every member of their class.

Extra-Curricular
- Organise a range of excursions to supplement work taught in classrooms.
- Provide opportunities for social and cultural interaction with others.
- Provide opportunities to develop public speaking and leadership skills.
- Arrange for guest speakers and lecturers to visit classes.
- Assist students to meet all Board of Studies requirements for the HSC and ensure that they are correctly entered for all exams.
- Organise an extended curriculum and so make available a range of pursuits in addition to normal classwork. These may include – sporting teams and carnivals, leadership opportunities (Prefects, Sport House, and Student Representative Council), debating, school magazine committee, performance and cultural opportunities.
- Give students the opportunity to serve their community in a positive manner.
Support

- Provide a high quality Library based research facility.
- Arrange suitable Work Experience and Work Placement program.
- Make available advice on future career pathways including information from tertiary institutions. Assist with open days, university visits, applications and early entry schemes.
- Ensure that expert counselling support and advice is readily available.
- Appoint a Year Adviser and supervising Head Teacher who will oversee the progress of the whole year group and work closely with individual students to provide advice and guidance.
- Conduct mentoring programs to maximise individual student’s results in Year 12.
- Provide access to student laptops and work stations, email facilities, a school network and a range of software to support student learning.
- Outline clearly the school’s expectations and provide support to those students who are finding it difficult to meet those expectations.
- Promote a positive partnership between the school and parents to ensure students are supported.
- Ensure that teaching, office and other support staff are committed to operational effectiveness in order to provide the best possible learning structures.

RESPONSIBILITIES OF SENIOR STUDENTS TO TAMWORTH HIGH SCHOOL

- Recognise their important role as leaders for the student body, and in particular act as a positive role model in all aspects of school life.
- Be punctual to all classes, including roll call and assemblies.
- Participate in school activities such as sporting carnivals and assemblies.
- Always wear full school uniform.
- Take firm control over their own learning and in doing so, give education a high personal priority.
- Demonstrate acceptable behaviour in the classroom. Treat teachers, fellow students and the learning process with the utmost respect.
- Ensure attendance for every assessment task by making other non-urgent / non-essential activities a lower priority.
- Give equal time to all of your subjects – students should not sacrifice work required in one subject for another, especially when assessment tasks fall due.
- Aim to attend and be in class every day. High standards of attendance are also essential whilst at TAFE and Work Placement.
- Maintain acceptable standards of dress and behaviour whilst representing the school on excursions and sporting visits.
- Make positive and productive use of study periods by being in the designated study areas and focused on school work.
- Make active use of all the support networks available in the school.
- Be proactive about your own learning. Take responsibility for work missed when absent, completing extra homework and study when required, and asking teachers for help when it’s needed.
SENIOR LEAVE PROVISIONS

As outlined on the Senior Leave Application form, senior students at Tamworth High School are provided with the privilege of increased attendance flexibility, commencing with study periods allocated to various periods for the preliminary HSC dependent on academic study load and increased provision for late arrival and early leave for students with decreased loads during the HSC.

Students wishing to access this privilege must complete a Senior Leave Application form and submit to the office at the commencement of a new timetable period (usually each term). Students who comply with the conditions set down in this policy will be granted leave for the appropriate periods.

Specific requirements are as follows:
- Satisfactory attendance record
- Satisfactory academic record
- Satisfactory discipline record

The following guidelines will be used to determine access to the Senior Leave Provisions:
- Senior student attendance pattern must display minimal unexplained absences and/or lateness over a sustained period.
- Students initially granted access to the program and are subsequently issued with N-Award warnings or Attendance warnings will have their access to the Senior Leave Provisions reviewed by the supervising Deputy Principal and withdrawn for an appropriate period where deemed appropriate.
- Students placed on Blue or Red Behaviour Cards will have their leave provisions suspended for the period of the Card program.

Students unable to satisfy these requirements will not be granted the privilege of access to the Senior Leave Provisions or will have access suspended for an appropriate period to allow the school to assist the student to rectify academic/attendance issues.

In order to provide support for senior students, Tamworth High School provides additional teacher assistance in the Library throughout the week. Senior students with study periods making up a portion of their load are encouraged to utilise this facility.

Students suspended from Senior Leave Provisions will be required to attend the Library and report to the Librarian and have their name marked off the roll that will be kept. Students failing to comply with these requirements will be regarded as fractional truants and dealt with according to the school’s Attendance and Student Wellbeing Policies. Future access to the Senior Leave Provisions will also be jeopardised in these cases.

Students suspended from Senior Leave Provisions may re-apply for access on demonstrating that the issue causing their privileges to be suspended have been redeemed. Persistent offenders will be dealt with on an individual basis.
SENIOR LEAVE APPLICATION
Senior students will be permitted to apply for a variation to their attendance pattern, i.e. permission to arrive late or leave early on days where Study Periods fall at the beginning or end of the school day or to accommodate TAFE class schedules.

The following conditions apply:
- Leave is not automatic – students must apply for leave using the Senior Leave Application form.
- Term timetable changes require students to submit an updated form each term.
- Parents must sign the form to indicate their approval of the leave application.
- Students must attend roll call on days with classes scheduled for Period 1 or if in attendance during Period 1.
- Students granted leave will be required to use their I.D. card to swipe in/out at the Student Administration Office (SAO) office upon arrival or before leaving the school grounds.
- Study periods should be spent either in the Library or Cafeteria after reporting to the Library at the commencement of the Study Period.
- No leave will be granted for
  - Monday mornings (Assembly) – seniors are required to attend Assembly
  - Study periods that fall between scheduled classes including lunchtimes (no lunch passes)

Senior students applying for a variation to attendance are required to nominate the periods where late arrival and/or early leave is required. S = Study Period, T = TAFE

Once approved, this data will be entered in the attendance system to register late arrival/early leave.

EXAMINATION PERIOD LEAVE
Senior students will be permitted to apply for a variation to their attendance pattern during examination periods, i.e. permission to arrive late or leave early on days where examinations do not run for the full day.

The following conditions apply:
- Student Rolls will be marked at the beginning of each examination.
- Senior students may be granted leave during the examination period, if they do not have an examination, when a signed Examination Leave Permission Note has been returned prior to the beginning of the examination period.
- Students who do not return a signed Examination Leave Permission Note must be signed in at school all day every day of the examination period. There are no formal classes during this period therefore all senior students on school grounds must attend either the cafeteria or library when they do not have an examination.
- If a student is on the school grounds more than thirty (30) minutes prior to or after an examination, during school hours, and they have submitted an Examination Leave Permission Note, they must officially sign in or out at the Student Administration Office (SAO). Once signed out, students are required to leave the school grounds.
- Students failing to submit an Examination Leave Permission Note and only attend school for examinations will have absences classified as unauthorised. These unauthorised absences will be recorded as a portion of their whole school attendance.
SUBJECT PATTERN VARIATION - YEAR 11
Senior students will be permitted to apply for a variation to their subject pattern at the commencement of year 11 and once the PHSC is completed.

The following conditions apply:

- Students must follow their current pattern of study as it appears on their timetable.
- Students wishing to adjust their study pattern at the commencement of the PHSC need to meet with the supervising Deputy Principal and complete the Subject Change application form before the end of Week 5 Term 1. BOSTES rules regarding minimum number of hours to be completed cannot be adhered to if changes occur after this date. No changes after Week 5 Term 1 can be permitted.
- Students enrolled in TAFE courses who have decided not to continue with the course must consult with both the supervising Deputy Principal and the Careers Adviser as soon as possible in order to make new arrangements to avoid not meeting HSC requirements.
- Specific timelines apply to adjustments to subject patterns at the end of the PHSC:
  - **Extension Courses:** Students needing to adjust their study pattern to move into extension studies for the HSC year (Term 4) need to meet with the supervising Deputy Principal and complete the Subject Change application form and consult the Head Teacher of the relevant faculty. Once approved, a new timetable will be issued to accommodate the new subject pattern.
  - **Reduced Unit Loads:** Students wishing to drop courses to reduce their unit load will be permitted to do so from Monday of Week 3 Term 4 (after reports have been issued). These students will be required to complete Subject Change application form but must continue to attend all courses until a new timetable has been issued. PLEASE NOTE: Students are NOT permitted to cease attending courses at the end of Term 3 of the Preliminary HSC Year.

SUBJECT PATTERN VARIATION - YEAR 12
Senior students will be permitted to apply for a variation to their subject pattern during the HSC year under certain circumstances.

- Students must complete 10 units of study from Year 11 Term 4 through to the HSC examinations the following year.
- No new school courses can be selected due to BOSTES requirements that students have completed the Preliminary course in that subject.
- Any variations to timetable pattern of study must be discussed with the supervising Deputy Principal before a decision is made and processed.
- All students that completed a TAFE course in Year 11 and are continuing in Year 12 need to complete a TAFE Continuers Form. These forms are available from the Tamworth High School Careers Adviser and need to be returned the Tamworth High School Careers Adviser.

All students must follow and attend their classes as it appears on their current printed timetable.
Senior Leave Application

Name: ____________________________________________ Year: _________
Submission Date: _____/_____/______ Term: _________

Senior students are permitted to apply for a variation to their attendance pattern, i.e. permission to arrive late or leave early on days where Study Periods fall at the beginning or end of the school day or to accommodate TAFE class schedules.

The following conditions apply:

- Leave is not automatic – students must apply for leave using this form.
- Term timetable changes require students to submit an updated form each term.
- Parents must sign the form to indicate their approval of the leave application.
- Students must attend roll call on days with classes scheduled for period 1.
- Students granted leave will be required to use their I.D. card to swipe in/out at the SAO office upon arrival or before leaving the school grounds.
- For Work Health and Safety reasons students must swipe in upon arrival and swipe out before leaving.
- Study periods should be spent either in the Library or Cafeteria.
- No leave will be granted for:
  - Monday mornings (Assembly)
  - Study periods that fall between scheduled classes including lunchtimes (no lunch passes)

Students failing to comply with these requirements may have their leave privileges revoked. (Please refer to the Senior Learning Policy for details regarding access to the Senior Leave Provisions)

Senior students applying for a variation to attendance are required to nominate the periods where late arrival and/or early leave is required. S = Study Period, T = TAFE

Once approved, this data will be entered in the attendance system to register late arrival/early leave.

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Student Signature: _________________________________________ Date: _____/_____/_____
Parent/Carer Signature: _______________________________ Date: _____/_____/_____

APPLICATION PROCESSED BY

Deputy Principal ___________________________ ____/____/____
Year Adviser ________________________________ ____/____/____
SAO ________________________________ ____/____/____
Deputy Principal Approval ___________________________ ____/____/____