

Dear Parents/Caregivers

Year 12 2024 have been issued with new timetables for Term 4 2023. Most students have 6 Learning Centre periods. The LC is located in the library and is a key feature of our Senior Student Support Plan. We encourage ALL students to make use of the opportunity to revise and prepare for assessments and examinations in every LC lesson.

The LC is supervised in **periods 2 and 3 every day (except period 3 Wednesday)**. Students are expected to attend these periods if they appear on their timetable. Students are monitored, encouraged and assisted to make the best use of time, support and facilities.

A reminder of the LC procedures is provided below.

1. Students who have a LC lesson in the middle of the day are not permitted to leave the school grounds.

2. Late starts:

- If a student has a LC lesson in period 1, students are permitted to arrive after 8.40am but **must** arrive with plenty of time before their first timetabled lesson.
- If a student arrives during period 1 to study or work at school, they must sign the LC register outside the Careers office upstairs. This is a requirement for safety reasons such as an emergency evacuation.
- When students arrive on time for period 2, they should proceed straight to their period 2 lesson.
- If a student arrives late or is marked absent for their period 2 class, a text/email will be sent to parents/caregivers. Students must follow late arrival procedures (i.e. report to office A and sign in) if they are late for their first timetabled lesson.

3. Early finishes:

- Students with a LC lesson in period 4 may depart at the start of lunch.
- Students must use early leave procedures for any other variation.
- On Wednesdays Year 12 are permitted to leave at 12.15pm.

4. When a Year 12 teacher is absent, students MUST always report to their normal classroom at the start of the lesson to have the roll marked, collect work and receive instructions. Students may be sent to the LC or dismissed if the school is unable to provide cover in period 4. If it is a period 4, students may be allowed to depart or remain on site to study in the LC. A text/email will be sent, notifying parents if students are dismissed early.

Students may find they have they have concurrent LC lessons in both period 1 and 2 or both period 3 and 4. Students can apply for a permanent early leave after completing the attached form and seeking parental permission.

Should you have any questions please contact the school on 9718 1805.

Yours sincerely



Lalita Venkatesan
Deputy Principal
20 October 2023

Permission for Late Start or early finish for Year 12 Students Only

Please read and complete the form below. Bring this form to Deputy Principal, Mrs. Lalita Venkatesan.

- Only use this form if you are applying for concurrent LC lessons in both period 1 and 2 or both period 3 and 4 or period 3 on Wednesday.
- No applications are required for period 1 or 4
- Students are reminded that all students who have a LC lesson in the middle of the day are not permitted to leave the school grounds.

It is an expectation of the Senior Student Support Personal Best Program that students complete a study timetable and make the best use of their study time whether that is at school or home. The school may not grant the request if the school considers the student will benefit from being in the LC or if there are any recent concerns (past 12-18 months) regarding attendance or progress.

Name _____

I have highlighted on the attached copy of my timetable the periods I intend to use a late start / early finish.

I have carefully considered my study needs and have discussed them with my family/carers.

I understand that this time should be used to study and prepare for the HSC.

Additional Comments:

Comments from family / carers:

Signatures (required):

Parent/Carer: _____ Date: _____

Student: _____ Date: _____