



# Catholic Regional College Sydenham

## Policy: Academic Study Session

### Rationale

An Academic Study Session can be issued by a subject teacher as a result of many reasons which may include the non-completion of a homework task or the non-completion of learning tasks in class. The session is intended to provide students with a structured time for work to be completed in a timely manner whilst ensuring there is no disruption to class time. The subject teacher that issues the Academic Study Session must be present at the beginning of the session to ensure that the student fully understands the requirements of the learning task that is to be completed and has the required materials and understanding of coursework to complete the task. This session aims to provide students with the opportunity to remain up to date with learning requirements. The discussion with the subject teacher should also provide students with an opportunity to reflect on the impact of their study habits on the achievement of learning outcomes and consider strategies to improve their academic performance in future.

### Objectives

Home study and set homework is intended to:

Develop the ability to think and work independently;

Aid recall and retention of ideas;

Develop the disciplined, responsible and effective study habits needed to do well in further education;

Develop the ability to plan and organise effectively.

Students who demonstrate that they have not yet established the routines required to complete learning tasks independently may be required to attend one or more Academic Study Session/s to assist them in achieving this goal. The subject teacher should provide feedback before, during or after the study session to assist with this.

### Procedure

Subject teacher checks student progress on class work or completion of homework and decides that the student is not up-to-date with learning requirements in the subject.

Subject teacher issues "Academic Study Session" on SEQTA. Using the "enter a pastoral care note" option, select 'detention' from the menu. Use the notify parent/guardian option.

The study session should be set for the next available afternoon from Tuesday to Friday after school from 3.30pm – 4.30pm. The notification will be delivered electronically via SEQTA to parents/guardians. It is the responsibility of the issuing teacher to ensure permission has been granted for the student to be on site through the notification sent on SEQTA. Issuing teacher should also ensure the scheduled detention does not clash with VET classes.

Study Sessions can be scheduled to occur in Study Hall, however, the subject teacher must be present at the beginning of the session to ensure that the student understands the task that is to be completed. Study Hall supervisors will supervise students whilst they complete work independently until the conclusion of the session at 4.30pm.

If a student completes the learning task prior to the Academic Study Session occurring the student must still complete the Academic Study Session unless the teacher determines that this is not necessary.

The subject teacher should provide the student with feedback about the completed work in person and/or on SEQTA. The issuing teacher should make contact with guardian to discuss the non-attendance if this occurs and work alongside cluster coordinator to decide the best course of action.

Non-attendance of an Academic Study Session without good reason will result in the re-issuing of the session and an additional Behavioural Detention for breach of policy.

**NOTE: In all instances the issuing teacher should contact home to discuss the reasons as to why the student has been issued the detention or is unable to attend the set detention.**

### Review Date

*This Policy will be reviewed in: January 2019*