



Rationale

'Clearance' acknowledges and rewards students who consistently contribute to a positive school culture by demonstrating the school's expectations and complying with school policies and procedures.

Privileges for Students with Clearance

Students with 'Clearance' will be eligible to participate in a range of privileges, including but not limited to:

- Excursions (non-compulsory for assessment).
- Representing the school in academic, community, cultural and sporting pursuits.
- School functions.
- Senior shirt and jersey.
- Senior Formal.
- School Excellence Shirt.
- Rewards activities and days.

Clearance Activities and Criteria

CAMPS / EXCURSIONS / REPRESENTATIVE ACTIVITIES

Attendance

- 90% attendance rate.
- Absences supported by Medical Certificates will be considered.
- Student have the opportunity to complete a clearance appeal form – completed minimum one (1) week prior to event.

Behaviour

- 10 or less behaviour incidents (excluding Assessment) – across 5 weeks prior to event.
- No internal withdrawals during the collection and activity period.
- No suspensions during the collection and activity period.
- Student have the opportunity to complete a clearance appeal form – completed minimum one (1) week prior to event.

Assessment

- Submit all summative assessment by the due date.
- Attend all exams.

Resources

- No overdue library resources from the previous year.

School fees - by the end of each term

- Term 1 School fees from previous years paid in full OR a Payment Plan has been honoured.
- Term 2 School fees from previous years paid in full and Term 1 instalment paid in full OR a Payment Plan has been organised with the Business Manager and payments are being met as per the agreed plan.
- Term 3 School fees from previous years paid in full and Term 1 and 2 instalments paid in full OR a Payment Plan has been organised with the Business Manager and payments are being met as per the agreed plan.
- Term 4 School fees from previous years paid in full and Term 1, 2 and 3 instalments paid in full OR a Payment Plan has been organised with the Business Manager and payments are being met as per the agreed plan.

Appeal Process

- Students have the opportunity to appeal their clearance status – must be completed one (1) week prior to event



CLEARANCE POLICY

WEEK-TO-WEEK EVENTS

All students are able to participate in the first event upon consultation with relevant HOD and DP. Clearance assessed per week – see Clearance flow chart.

Attendance

- 90% attendance rate.
- Absences supported by Medical Certificates will be considered.

Behaviour

- 3 or less behaviour incidents (excluding Assessment) – per week during the event.
- No internal withdrawals during the collection and activity period.
- No suspensions during the collection and activity period.

Assessment

- Submit all summative assessment by the due date.
- Attend all exams.

Resources

- No overdue library resources from the previous year.

Appeal Process

- Students have the opportunity to appeal their clearance status – must be completed one (1) week prior to event

REWARDS ACTIVITIES / REWARDS DAY

<i>Data collected in ...</i>		<i>Determines Clearance for ...</i>
Years 7-9	5 weeks prior to event Semester reporting	Rewards Day
Year 10-12	5 weeks prior to event Semester reporting	Rewards Day

Attendance

- 90% attendance rate.

Behaviour

- 10 or less behaviour incidents (excluding Assessment).
- No internal withdrawals during the collection and activity period.
- No suspensions during the collection and activity period.

Assessment

- Submit all summative assessment by the due date.
- Attend all exams.

Resources

- No overdue library resources from the previous year.

Appeal Process

- Students have the opportunity to appeal their clearance status – must be completed one (1) week prior to event



CLEARANCE POLICY

School fees - by the end of each term

- Term 1 School fees from previous years paid in full OR Payment Plan honoured
- Term 2 School fees from previous years paid in full and Term 1 instalment paid in full OR a Payment Plan has been organised with the Business Manager and payments are being met as per the agreed plan.
- Term 3 School fees from previous years paid in full and Term 1 and 2 instalments paid in full OR a Payment Plan has been organised with the Business Manager and payments are being met as per the agreed plan.
- Term 4 School fees from previous years paid in full and Term 1, 2 and 3 instalments paid in full OR a Payment Plan has been organised with the Business Manager and payments are being met as per the agreed plan.

YEAR 12 SHIRT AND JERSEY

<i>Data collected in ...</i>		<i>Determines Clearance for ...</i>
Year 11	Semester 1	Purchase of Years 12 Shirt and Jersey

Resources

- No overdue library resources from the previous year.

School fees

- School fees from previous years and Term 1 and 2 of current year paid in full.

Appeal Process

- Students have the opportunity to appeal their clearance status – must be completed one (1) week prior to event

YEAR 12 FORMAL

<i>Data collected in ...</i>		<i>Determines Clearance for ...</i>
Year 12	20 weeks prior to formal	Purchase of Years 12 Formal tickets

Attendance

- 90% attendance rate.

Behaviour

- No suspensions.

Assessment

- Submit all summative assessment by the due date.
- Attend all exams.

Resources

- No overdue library resources.

School fees

- School fees from previous years and current year paid in full.

Appeal Process

- Students have the opportunity to appeal their clearance status – must be completed one (1) week prior to event



Roles and Responsibilities

Data

- Attendance
- Behaviour
- Assessment Submission
- Fees
- Resources

Responsible Officer

- Attendance Officer
- Behaviour Teacher Aide/HODSS
- Behaviour Teacher Aide/HODSS
- Finance Officer
- Library Teacher Aide

Consultation

The Gordonvale State High School Clearance Policy was developed in consultation with the school community, including:

- Teaching and non-teaching staff
- Student Council
- P&C

Review

The Gordonvale State High School Clearance Policy will undergo annual minor updates to reflect changing circumstances, data and staff.

A fulsome review is conducted every four years in line with the scheduled review process for the School Planning, Reviewing and Reporting cycle.

Endorsement

The Gordonvale State High School Clearance Policy has been informed by:

- Education (General Provisions) Act 2006
- Department of Education: Every Day Counts
- Gordonvale State High School Student Code of Conduct



CLEARANCE APPEAL

1. This form must be completed by the student.
2. This form must be signed by the parent/carer.
3. This form must be submitted to the main office (G block) at least one (1) week prior to the payment due date.

Name:

Year Level:

House:

Activity:

Criteria: *Please tick*

- Attendance
- Behaviour
- Assessment
- Reporting
- Library Resources
- School fees

Reason for appeal:

Student Signature:

Parent/Carer Signature:

Date:

Date:

Appeal successful: YES NO

Reason:

Deputy Principal Name:

Deputy Principal Signature:

Date:



CLEARANCE APPEAL

Name:

Year Level:

House:

Activity:

Date of activity:

Teacher in Charge:

Key: Y=yes N=no <i>You must have no more than four "No"</i>	Teacher		Teacher		Teacher		Teacher		Teacher		Teacher		Teacher		Teacher		Teacher			
	Subject		Subject		Subject		Subject		Subject		Subject		Subject		Subject		Subject			
Student Responsibilities	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
Arrives prepared to work in class																				
Completes homework on time																				
Considers the learning needs of others																				
Uses a respectful voice																				
Stays on task																				
Completes and submits assignments on time																				
Wears the correct school uniform																				
Arrives on time																				
Attends regularly																				
Teacher's Initials																				
Additional comments:																				