



# CLEARANCE POLICY

## 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.
- Structured Work Placement.
- Rewards activities and days.

## Clearance Activities and Criteria

### CAMPS / EXCURSIONS / REPRESENTATIVE ACTIVITIES

| <i>Data collected in ...</i> |               | <i>Determines Clearance for ...</i> |               |
|------------------------------|---------------|-------------------------------------|---------------|
| Term 1                       | Weeks 1 to 5  | Term 1                              | Weeks 1 to 5  |
| Term 1                       | Weeks 1 to 5  | Term 1                              | Weeks 6 to 10 |
| Term 1                       | Weeks 6 to 10 | Term 2                              | Weeks 1 to 5  |
| Term 2                       | Weeks 1 to 5  | Term 2                              | Weeks 6 to 10 |
| Term 2                       | Weeks 6 to 10 | Term 3                              | Weeks 1 to 5  |
| Term 3                       | Weeks 1 to 5  | Term 3                              | Weeks 6 to 10 |
| Term 3                       | Weeks 6 to 10 | Term 4                              | Weeks 1 to 5  |
| Term 4                       | Weeks 1 to 5  | Term 4                              | Weeks 6 to 10 |

### Term 1 Weeks 1 to 5

#### Resources

- No overdue library resources from the previous year.

#### School fees

- School fees from previous years paid in full.

### At all other times

#### Attendance

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

#### 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 (unless a Medical Certificate is provided).



## CLEARANCE POLICY

### Resources

- No overdue library resources from the previous year.

### School fees

- Term 1 School fees from previous years paid in full.
- 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.

### TERM 1 AND 3 REWARD ACTIVITIES / SEMSTER 1 AND 2 REWARDS DAY / END OF YEAR 12 CELEBRATION ACTIVITIES

| <i>Data collected in ...</i> |        | <i>Determines Clearance for ...</i>  |                         |
|------------------------------|--------|--------------------------------------|-------------------------|
| Term 1                       |        | Weeks 1 to 8                         | Term 1 Rewards Activity |
| Semester 1                   |        | Weeks 1 to 18<br>Term 1 Reporting    | Semester 1 Rewards Day  |
| Term 3                       |        | Weeks 1 to 8<br>Semester 1 Reporting | Term 3 Rewards Activity |
| Semester 2                   | Junior | Weeks 1 to 18<br>Term 3 Reporting    | Semester 2 Rewards Day  |
|                              | Senior | Weeks 1 to 16<br>Term 3 Reporting    |                         |

### 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 (unless a Medical Certificate is provided).

### Reporting

- No 'Needs Attention' or 'Unsatisfactory' for Behaviour and Effort on Report Card (this criterion does not apply to End of Year 12 Celebration Activities).

### Resources

- No overdue library resources from the previous year.
- All resources returned (this criterion applies only to End of Year 12 Celebration Activities).



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### School fees

- Term 1 School fees from previous years paid in full.
- 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.

### YEAR 12 FORMAL

| <i>Data collected in ...</i> |            |               | <i>Determines Clearance for ...</i> |
|------------------------------|------------|---------------|-------------------------------------|
| Year 12                      | Semester 1 | Weeks 1 to 16 | 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 (unless a Medical Certificate is provided).

### Resources

- No overdue library resources.

### School fees

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

## Clearance Procedure

### Camps / Excursions / Representative Activities

1. Calculated by: Attendance – Behaviour (Incidents, Internal Withdrawals, Suspension) – Assessment – Fees – Resources.
2. Heads of Department (Student Services) publish students (using Student ID Numbers) eligible for Clearance in Weeks 1 and 6 of each Term on Year Level Noticeboards and email staff.
3. The staff member responsible for organising the activity is also the staff member responsible for checking if the student is eligible for Clearance.



## CLEARANCE POLICY

- Information and permission forms are not to be distributed to students who are not eligible for Clearance.
- Students can appeal their eligibility for Clearance by completing the 'Clearance Appeal' form and meeting with their Deputy Principal (Student Services).

### **Term 1 and 3 Reward Activities / End of Semester Rewards Day / Year 12**

- Calculated by: Attendance – Behaviour (Incidents, Internal Withdrawals, Suspension) – Assessment – Reporting – Fees – Resources.
- Heads of Department (Student Services) publish students (using Student ID Numbers) eligible for Clearance in Week 8 of each Term and in Week 6 for seniors in Term 4 on Year Level Noticeboards.
- Information and permission forms are not to be distributed to students who are not eligible for Clearance.
- Students can appeal their eligibility for Clearance by completing the 'Clearance Appeal' form and meeting with their Deputy Principal (Student Services).

### **Year 12 Shirt and Jersey**

- Calculated by: Fees – Resources.
- Heads of Department (Student Services) publish students (using Student ID Numbers) eligible for Clearance in Weeks 5 and 10 of each Term on Year Level Noticeboards.
- Information and permission forms are not to be distributed to students who are not eligible for Clearance.
- Students can appeal their eligibility for Clearance by completing the 'Clearance Appeal' form and meeting with their Deputy Principal (Student Services).

### **Year 12 Formal**

- Calculated by: Attendance – Behaviour (Suspension) – Assessment – Fees – Resources.
- Heads of Department (Student Services) publish students (using Student ID Numbers) eligible for Clearance in Weeks 5 and 10 of each Term on Year Level Noticeboards.
- Information and permission forms are not to be distributed to students who are not eligible for Clearance.
- Students can appeal their eligibility for Clearance by completing the 'Clearance Appeal' form and meeting with their Deputy Principal (Student Services).

## **Roles and Responsibilities**

### *Data*

- Attendance
- Behaviour
- Reporting
- Fees
- Resources

### *Responsible Officer*

- Attendance Officer
- Responsible Thinking Room Teacher Aide
- Responsible Thinking Room Teacher Aide
- 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.



## CLEARANCE POLICY

### 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

Heather Murry  
Principal  
Monday 21<sup>st</sup> June 2021

Dr Karen Ronlund  
P&C President  
Monday 21<sup>st</sup> June 2021





## CLEARANCE POLICY

### 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 Deputy Principal at least three days prior to the return/payment due date.

**Name:**

**Year Level:**

**House:**

**Activity:**

**Criteria:** *Please tick*

- |                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/> Attendance | <input type="checkbox"/> Reporting         |
| <input type="checkbox"/> Behaviour  | <input type="checkbox"/> Library Resources |
| <input type="checkbox"/> Assessment | <input type="checkbox"/> School fees       |

**Reason for appeal:**

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|  |

**Student Signature:**

**Parent/Carer Signature:**

**Date:**

**Date:**

**Appeal successful:** Yes / No

**Reason:**

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# Gordonvale State High School

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**Deputy Principal Name:**

**Deputy Principal Signature:**

**Date:**