



061

Policy Number

Private Study Policy

Title of Policy/Procedure	Private Study Policy
Endorsed by	College Principal JK-12
Responsibility	Dean of Studies
Reviewed date	May 2017
Next review date	May 2018
To whom issued	College staff and students

Private Study Policy

Under normal circumstances, students in Year 12 at Lake Joondalup Baptist College will be required to take a program of study in which they take six Courses of Study (Stage 1, 2 or 3). This is to encourage students to take a course with academic rigour and with skills, concepts and content that will prepare them for Tertiary Education.

In some circumstances, students in Year 12 may be given the option of taking a Private Study lesson in lieu of the sixth course in their Year 12 curriculum under the following conditions:

1. The granting of the Private Study lesson to the student is at the final discretion of the Dean of Studies in consultation with the Secondary Curriculum Manager.
2. The granting of a Private Study lesson is a privilege.
3. A student applying for a Private Study lesson should maintain a 'B grade' average across their remaining five subjects at all times while they are taking the Private Study class. The main purpose of this Private Study lesson is to maintain a high academic standard and to improve on the high academic standard that the student has already attained.
4. The other five courses that the student continues to study must be courses that are either all ATAR Courses of Study or a combination of ATAR courses and either a Cert III or a Cert IV.
5. The Private Study lesson is for private study only. Students must **always** come to this lesson prepared to work privately (on their own) on bookwork, homework or study in their own notebooks. No discussion or collaborative work with other students of **any kind** is accepted in the Private Study lesson. Students must focus on their own work at all times in this lesson.
6. In some circumstances students may be required by their course teacher to use the College Library or to go to a specialist classroom (eg the Art Room or Fabrics Room) during Private Study. *This is an extra privilege.* This will only be allowed when a student comes to the lesson with a note from a student's teacher in one of the other five courses giving the student explicit permission to use the specialist classroom.
(Please note, if specialist classrooms are to be used, subject teachers must make sure that students are properly supervised at all times).
The student must report to Private Study first and get their name marked off and show the Private Study supervisor the note from their subject teacher. They then must get a pass from the Private Study supervisor to go to the library or other specialist classroom. The student must return to the Private Study classroom no later than ten minutes before the end of the lesson.
If the student goes to the College Library they must then work privately (on their own) on the work pre-arranged with their subject teacher during the Private Study lesson. If the Head of Library or another Library teacher deems that the Private Study student is not using the time appropriately, then the Private Study rules will be followed.
A decision regarding the use of Private Study time in this way will be at the discretion of the teacher supervising the Private Study lesson. If the Private Study teacher decides that a student can't go to the College Library or specialist classroom, the student must have other bookwork, homework or study to complete for that lesson.
(The student must not assume that, just because they have a note that they will be able to use the College Library or Specialist Classroom. That will be up to the teacher taking the Private Study lesson.)
7. All Private Study lessons will be supervised by a qualified teacher from the College. A student may ask that teacher for assistance with Private Study work where the teacher has expertise in that subject discipline or where the teacher believes that they can offer assistance. The granting of this request is at the discretion of the supervising Private Study teacher as they may have allocated the time to other tasks.
8. The Dean of Studies may grant the privilege of Private Study to some Year 11 and Year 12 students under special circumstances such as learning needs or difficulties, when students have prolonged illness, when students are competing in National sports,

or when students are taking endorsed or extra subjects outside of the College curriculum. This privilege is granted at the discretion of the Dean of Studies in consultation with the Dean of Students (Illness and special circumstances) and/or the Head of Careers (Work Place Learning students)

Rules

1. Private Study is a privilege granted to LJBC Year 12 students or other students at the discretion of the Dean of Studies. Students must treat this lesson as a privilege at all times.
2. If a student comes to a Private Study lesson without bookwork, homework or study to complete and/or the tools to complete such work (their notebook, pens, rulers, dictionaries, textbooks, calculators etc) the Private Study supervising teacher will immediately send the student to the Dean of Studies or the Secondary Curriculum Manager, because they have abused the privilege awarded to them in the granting of a Private Study. No excuse will be accepted. In this case:
 - A student will be given a warning that a repeat of this action will result in them losing the privilege of Private Study OR
 - If the breach of Private Study policy is serious, the Dean of Studies may waive the warning and take the privilege of Private Study away immediately and the student may be asked to select an alternate Course of Study for the remainder of the year. When *the* above occurs the student's parents will be contacted as soon as possible.
3. If a student misbehaves in a Private Study lesson the Private Study supervising teacher will immediately send the student to the Dean of Studies. Misbehaviour can include, talking with another student in Private Study without the permission of the supervising teacher, arguing with the supervising Private Study teacher, disrupting the Private Study lesson in any way, consistently arriving late for Private Study or other misbehaviour deemed inappropriate by the supervising teacher. In this case:
 - A student will be given a warning and the parents may be notified.
 - If the student misbehaves in Private Study again the parents will be contacted and notified that if there is further misbehaviour in the Private Study class, the privilege of Private Study will be withdrawn. In this instance, the parents will be required to meet with the Dean of Studies. The student will be withdrawn from the Private Study class until this meeting has taken place.