EVERY DAY COUNTS – SCHOOL ATTENDANCE

We all want our students to get a great education, and the building blocks for a great education begin with students coming to school each and every day.

Missing school can have a major impact on a child’s future – a student missing one day a fortnight will miss four full weeks by the end of the year. By Year 10 they’ll have missed more than a year of school.

There is no safe number of days for missing school – each day a student misses puts them behind, and can affect their educational outcomes.

Coming to school every day is vital, but if for any reason your child must miss school, there are things we can do together to ensure they don’t fall behind:
- Speak with your classroom teacher and find out what work your child needs to do to keep up.
- Develop an absence learning plan with your teacher and ensure your child completes the plan.
- Remember, every day counts. If your child must miss school, speak with your classroom teacher as early as possible.

From 1 March 2014, new laws will mean that parents can be fined for not sending students to school without an acceptable reason.

If you’re having attendance issues with your child, please let your classroom teacher know so we can work together to get your child to school every day.

Video and Digital Media Policy

Throughout the year parents may receive a permission form relating to the use of digital media for curriculum purposes. I have included the policy in this newsletter which clarifies when permission is needed. The purpose of this policy is to inform decision-making processes associated with the use and selection of video and digital media resources for teaching and learning.

New Student Engagement and Inclusion Guidance

New Student Engagement and Inclusion Guidance (the Guidance) will come into effect on 1 March 2014. This Guidance replaces Effective Schools are Engaging Schools – Student Engagement Policy Guidelines. I have included a factsheet for parents regarding suspension and expulsion procedures. It is really important that we form a strong partnership with parents to achieve the highest outcomes for our students.

2014 Council Nominations Are In!

The number of nominations received was equal to the vacant Parent Positions and consequently a ballot is not required for the Parent Positions. However, we had more nominations than vacant DEECD positions, so a staff ballot will be held.

Parent Members: Susan Allen
Suzanne Mastropaolo
Marius van Oord
Kathy Filev

DEECD Nominations: Daniel Campbell
Renee Colbey
Eva Rivera
We welcome Kathy who is new to Council and thank her for being prepared to take on this important responsibility. We also thank Susan, Suzanne, and Marius for nominating to stay on Council.

A staff ballot will be held shortly, the successful candidates will be published in the next newsletter.

**Standing Committees**

If you don’t want to join the School Council, but still want to contribute to the College’s future direction, please consider joining one of the School Council’s sub committees. Members meet twice a term on a Tuesday night and all recommendations made by the committees are taken to School Council. Being a member of a committee also enables greater understanding of how the school operates and how decisions are made.

The sub committees are:

- Education
- Student Engagement & Well Being
- Resources
- Community
- Finance

It is vitally important that we have parent input. If you are interested in joining one of the committees or have any questions, please contact Joanne Armarego on 9407 9700 or armarego.joanne.r@edumail.vic.gov.au.

**Educational Maintenance Allowance (EMA)**

EMA applications close on Friday 28 February 2014 for the first instalment. To be eligible for receipt of the EMA you must be either a parent or carer of a secondary school student up to the age of sixteen and have a Health Care Card or a valid Pension Card. The eligibility criteria must be met as at the first day of term one - 29 January 2014. Parents, who have not yet applied for EMA, please do so now. Applications are available from the General Office.

**CONTACT DETAILS**

If you have moved home, changed phone numbers or e-mail addresses please contact the office on 9407 9700 to notify us of the change. It is important that we have up to date records in the event that we need to contact you.

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The next **Sub Committee** meetings will be held on Tuesday 11 March 2014

The next **School Council** meeting will be held on Tuesday 25 March 2014 at 6pm in the Senior Campus Conference Room.

*If you wish to attend any meetings, please contact Joanne Armarego on 9407 9700.*
Absolutely Historical

On Wednesday 19 February two classes of diligent Year 12 History students made their way to Latrobe University Library to research for their upcoming SAC on the American Revolution. Upon arrival, students were shown how to locate resources and then four of Latrobe’s Peer Learning Advisers took small groups on short tours around the enormous multi-level library. The University’s ‘shhh system’ was pointed out- Level 1 is “talking”, Level 2 is “quiet” and Level 3 is for absolute silence. Unfortunately, Level 3 is where the University’s vast and impressive collection of revolution books is housed and the excitement induced by their discovery meant Mr George and Miss Williams were on full-time Shhh-patrol.

In the center of each stack, a curious looking cut out devoid of books could be seen. When standing at one end of the Library, this looked never-ending. All sorts of hypotheses about its purpose were thrown around; express snack tunnel, portal to another world etc. Somewhat disappointingly, a reliable library source eventually confirmed for us that this feature was just “to open the place up a bit.”

For the rest of their visit, students sat in study groups, pored over books older than their teachers and took notes on the ideas, leaders, movements and events which led America to revolution in 1776. Several students eagerly took advantage of the School Partnership Program between Mill Park Secondary College and Latrobe, becoming library members and taking home a book or two for further investigation.

A million thanks to Ian Rossiter, Rosanna, Jenny Snelling and the Peer Learning Advisers at Latrobe Uni. You made us feel so welcome, and we sincerely appreciate the opportunity to have access to your library resources and expertise. Mr George and Miss Williams would also like to commend the Year 12 History cohort of 2014 for their promising display of diligence; we look forward to reading your Research SACs!

First Year 10 Assembly for 2014

The Year 10 assembly took place on Friday, 14 February in the Gym. It was run by the Year 10 Co-ordinators, College Captains and the Year 11 Captains. The assembly was aimed at helping the Year 10’s integrate to the senior campus. The College Captains highlighted the expectations of the College in terms of the attendance and uniform policy. The Vice Captains shed some positive light on how valuable work experience can be. It also provided them with information about the Student Representative Council (SRC) and who they can see if they need any support. For the first time at Senior Campus, Year 10 Captain Candidates were required to deliver speeches to their cohort and were then voted for by the cohort. We, Bushra Mumin and Haryharakrishna Batmesswaran, would like to congratulate all the candidates on doing a wonderful job with their speeches. Special congratulations to the Year 10 captains Ebony Taylor and Andrejan Jankoski. We look forward to announcing the rest of the SRC Captains in the coming days.

Bushra Mumin & Haryharakrishna Batmesswaran
College Captains
Swimming Sports
Congratulations to Robyn Boyle, Darren Patterson and the PE team for their organisation of a fantastic Swimming Carnival last Friday! The weather was just right and the atmosphere of the day was great. Students participated and barracked for their teams with enthusiasm. All in all a terrific day.

Year 7 Parent Barbeque
Thank you also to Renee Colbey and her team for organising our annual Year 7 Parent Barbeque last week on Monday. Once again we were incredibly lucky with the weather. The evening was well attended and a great opportunity for parents to meet their child’s teacher in an informal way.

Staff Car Park
Parents and carers are asked NOT to drop off or pick up their children from the staff car park. The area is a high traffic area for students and staff, particularly at the beginning and end of the day and already there have been some near misses. Please arrange for your child to meet you somewhere outside of the school grounds.

Student Leaders
In the last newsletter I published the names of our new Campus Captains and since then I am pleased to announce all other leadership positions have been filled.

Elections for House Captains have been held and the successful candidates are:

Readleap - Kristy Filev & Marnie Jarvis  
Whernside - Bryan Cakra & Chantel Abdalla  
Eaglet - Marlee Bickerton & Josh Condidorio  
Studley - Angelika Solomon & Ryleigh Bonello

Year 7 Captains are: Yasmin Chebbou and Jaslyn Rodrigues  
Year 8 Captains are: Seonaid McCormack and Benjamin Nicholls

Congratulations not only to the successful applicants but to all that nominated themselves for a leadership position.

Year 7 Camp
There will be an information night for the Year 7 Camp to Charnwook Outdoor Education Centre on Monday 24 February from 6-6.30pm in the Middle Years Campus Library. All parents of students attending camp are invited to attend.

Lateness and Uniform
Could parents please ensure that students arrive to school on time. Homegroup is an important time for receiving notes and important messages, and learning time in classes should not be interrupted. The process for students is as follows:

Any student late to school must collect a late pass from the PING machine in the general office. If the absence is legitimate, parents are asked to write a note or call the front office. Students who are late to school 3 times without a note will be issued with a lunchtime detention. If they are absent 4 times, they will be issued an after school detention.

Students out of uniform should collect a pass from the PING machine before school. Again, parents are asked to provide a note if the reason is legitimate. A reminder that navy schoolbags are compulsory. They can be purchased from the school or in any retail store. Bags and backpacks MUST be navy blue and have no emblems or decals.
News from the MYC Library

Year 7 Library Orientation Program has started. Students and teachers are impressed with the theme. The MYC Library looks fantastic. A Marvel Comic display with mega poster Super Heroes on the wall is the main attraction. A competition on Super Heroes is ongoing and students who guess the answers get a prize.

In the photos 7BS and 7BE in action.
Stella Lambrou
MYC Librarian

FREE STUDENT EXCHANGE INFORMATION EVENING IN MELBOURNE

Hear from returned students, find out more about discounts and scholarships available and ask questions.

Wednesday, 5th March 7.30pm
Radisson on Flagstaff Gardens
380 William Street
Visit www.studentexchange.org.au or call 1300 135 331 for more information

WEP Student Exchange – Memories & Skills For Life

Have the time of your life when you spend a summer, semester or year overseas as a WEP exchange student. Choose from over 20 countries around the world to complement your secondary studies with an international, cultural exchange experience. You will be invited by a welcoming volunteer host family to live and learn like a local teenager, attend school overseas, make new friends and return more mature, independent, goal-oriented and with a new outlook on life!

Don’t Miss Out! Applications Closing Soon!
Applications for long-term programs starting in August/September ‘14 to Belgium, Canada, China, France, Germany, Italy, the Netherlands, Poland and Spain start to close in mid-April. Applications for the USA close earlier. Contact WEP for details.

Early Bird Special – Save $500!
WEP is currently offering Early Bird discounts for programs starting in January ‘15 to any of the following countries: Brazil, Belgium, France, Germany, Italy, Mexico, The Netherlands, Poland, Spain, Norway, Thailand or the USA.

Find Out More!
Request an information pack, including WEP’s FREE application form.
Visit www.wep.org.au
Call 1300 884 733
Email info@wep.org.au
Mill Park Secondary College Swimming Carnival

On Friday 14 February Mill Park Secondary College held their annual swimming sports carnival. There was plenty of colour, costumes and excitement as each of the four school houses battled it out to be the champions! Congratulations must go out to Eaglet House for winning the points race!

Well done to everyone who competed throughout the day, both in the Main Swimming Events and in the Novelty Events. Congratulations to all the students who had the best time in their race categories. These students will go on to represent the school at the Northern Metropolitan Region Swimming Event. More information about the NMR Swimming will be issued to relevant students in the coming weeks.

Special thank you to all of Physical Education Staff, Mat Robinson and the VET Sport and Recreation students for all their hard work to make this event so successful!

Darren Patterson
Sport Coordinator MYC

CONGRATULATIONS

Congratulations to Larissa Cullen (10B) and Emerson Shiel (10F) who have both qualified to compete at the Australian Junior Track & Field Championships in Sydney which will be held from 12 – 16 March.

Larissa Cullen & Emerson Shiel competed and medalled at the All Schools Championships last year and have also just competed in the Victorian Junior Track & Field Championships held at Lakeside Stadium, Albert Park on 16-17 February.

Larissa achieved a Silver Medal in the U17 Long Jump with a personal best jump of 5.43m and a Bronze Medal in Triple Jump with a personal best of 10.95m. Emerson achieved the Gold Medal in the U16 200m Hurdles in a time of 26.76sec.

In Sydney, Larissa will compete in the Long Jump & Triple Jump and Emerson will compete in the 100m Hurdles & 200m Hurdles.

We wish them both the best of luck at the Australian Junior Track & Field Championships in Sydney.

Liam Oliver
Senior College Sport Coordinator

Emerson leaps his way to the National Championships

Lakeside Stadium played host to the 2014 Victorian Track & Field Championships on the 14-16 February 2014. A young athlete by the name of Emerson Shiel, currently in Year 10 at Mill Park Secondary College, took his mark in the blocks of the 2014 Under 16 Men’s 200-metre Hurdles final.

It might as well have been Sally Pearson, draped in green and gold; colours it would appear young Emerson should become well accustomed to wearing, judging by this performance! His rivals, though brave in making it to the State Championships, would have had a better chance against our Sally.

What followed the starter’s gun was nothing short of phenomenal, as Emerson leaped and sprinted his way to a personal best time, a full second off his previous best, to power his way into the National Championships.

The video of this race (see the link below) is a must watch. It appears for the most part of the race that Emerson would at least be challenged. It is only up the straight that it dawns on viewers that young Emerson was only in second gear all along. The ease with which he clears the final two hurdles and accelerates yet faster to the finish is a sight to be seen.

On behalf of everyone at Mill Park Secondary College, we congratulate Emerson and wish him all the best for his National Championships.

Video of Emerson’s race: http://www.youtube.com/watch?v=KWGtV_eTxww

Mr. Shaun Isbister (one of Emerson’s proud teachers).
Have you Heard?

Career News No 1; 21.02.14

Career News will be published fortnightly throughout 2014, giving you information to assist you to make important career decisions.

Choosing a career can be a difficult task. There are so many options, so many courses, so many institutions to choose from. Remember, it is likely that you will have several careers in your lifetime, so don’t think too far ahead. Careers that you may be involved in later on have not yet been invented! So, how can I choose? Important things to consider are:

- What do I enjoy doing?
- What subjects do I like most?
- How do I like to spend my spare time?
- What are my hobbies/interests?
- What do I value; what is important to me?

Answering these questions will tell you things about yourself that will assist you in gaining career ideas. For instance, perhaps you like designing things, enjoy Visual Communication, draw designs in your spare time, and have a passion for the environment. Clearly, you might consider architecture, perhaps designing buildings where heating and cooling costs are reduced as much as possible. Or perhaps you like helping people, are interested in studying Health and Psychology, and it is important that you work as part of a team. You might then consider nursing, health promotion, paramedics or counselling, for example.

NEWS OF MEDICINE AT MONASH UNIVERSITY – Monash has two medicine/surgery (MBBS) degrees. One is an undergraduate degree at Monash Clayton campus, the other is a Graduate-entry program run at Gippsland campus.

The Clayton undergraduate degree selects students on the basis of their Undergraduate Medicine and Health Sciences Admissions Test (UMAT) results, an interview, and the ATAR. Applicants for this program cannot have commenced another university degree.

The Gippsland Graduate-entry program currently selects students on the basis of undergraduate degree results in an appropriate degree and Graduate Australian Medical School Admissions Test (GAMSAT). However, from 2017, at least 50 of the 75 domestic places available into the Graduate Entry MBBS will be reserved for students who have completed Monash University’s Bachelor of Biomedical Science. The remaining 25 places in this program will be open to students who have completed the following Monash University degrees: Bachelor of Biomedical Science (including double degrees), Bachelor of Pharmacy, Bachelor of Physiotherapy and Bachelor of Science (dependent on the completion of designated units).

Selection of students for the Graduate-entry MBBS will include a multiple mini interview; the GAMSAT will not be required. Further info: www.med.monash.edu.au/medical/gippsland/mbbs-pathways.html, ph 1800 MONASH (666 274) or email future@monash.edu.

NOTE: Other institutions in Victoria offering medicine degrees are: University of Melbourne (post-graduate) and Deakin University (post-graduate). Many applicants for medicine degrees apply for interstate universities, and sometimes for NZ universities (Universities of Auckland and of Otago), to increase their chances of being accepted into a medicine degree, as competition for places is fierce.

WHAT IS THE UNDERGRADUATE MEDICINE AND HEALTH SCIENCES ADMISSION TEST (UMAT)? Results from this test are used as part of the selection process for some Australian and New Zealand university degrees. In Victoria the only university degree now requiring this test for Year 12 selection is Medicine at Monash (Clayton) (physiotherapy no longer requires it). However, some interstate and NZ universities also use it.

Registrations for UMAT2014 are now open, and close at 5pm (EST) on Friday 6 June. The test will take place on Wednesday 30 July 2014. The UMAT Information Booklet is available from the UMAT website: www.umat.accr.edu.au

NOTE: Practice materials are available through the UMAT website and can only be completed online. There are currently three full-length tests available. There are also some 'how to' clips and a quiz available on the UMAT website. Watch the videos and complete the quiz questions before registering for the test. Further clips will be released over the coming months.
FINDING OUT ABOUT STUDYING AT MONASH UNIVERSITY - Prospective students have a great opportunity to find out more about courses which interest them. Monash is, once again, holding the ‘At Monash’ seminar series, where you can hear from current students, graduates and staff. The ones coming up shortly are (all 6.30-8.00pm):

- Business and Economics at the Peninsula campus, Tues 4 March
- Nursing, Midwifery and Emergency Health at Peninsula, Thurs 6 March
- Business and Economics at Clayton, Wed 12 March
- Science at Clayton, Thurs 13 March
- Physiotherapy and Occupational Therapy at Peninsula, Tues 18 Mar
- Information Technology at Caulfield, Wed 19 March
- Pharmacy and Pharmaceutical Sciences at Parkville, Thurs 20 March

More dates to follow in the next Newsletter, or check out dates for other seminars and register your attendance at: www.monash.edu/seminars.

Information: 1800 MONASH.

UNIVERSITY OF MELBOURNE COURSES POPULAR – VTAC applications for 2014 indicated that Arts and Science degrees at Melbourne were the most popular undergraduate course choices across the state. Bachelors of Commerce and Biomedicine also fall in the top eight most popular courses. 2124 places were offered for Science, an increase of 11% compared with last year. Science offered the most places at any course at the university. About one third of all of Melbourne’s offers were made to Access Melbourne categories of disadvantage – financial background or rural and isolated areas. See details in a media release: www.newsroom.melbourne.edu/news/university-melbourne-courses-again-prove-most-popular.

ATAR RISES FOR DEGREES AT SWINBURNE – Swinburne reports that 2014 has started with an increase in the number of students applying for and being offered scholarships and degree places. Average ATAR scores have risen, while their Guaranteed ATARs provided more certainty for students when finalising preferences. The availability of CSP degree transfer places (UniLink diploma programs) also provided many students with a great opportunity to pathway to second year of their wanted degree from an ATAR of 50 and above. This year Swinburne offered 28 Vice Chancellor’s Scholarships for academic excellence and an additional 44 scholarships were awarded by university deans. This is almost triple the number of scholarships offered in 2013.

NOTE: Swinburne has university and TAFE programs. Hawthorn campus has university and TAFE programs; Wantirna and Croydon have TAFE courses only.

ARE YOU LOOKING FOR AN ARTISTIC EXPERIENCE? RMIT offers many short and single courses taught by experienced lecturers and established artists. Some examples are in: drawing, painting, photographic screen printing, lithography, sculpture, casting, jewellery and audio technology. Further Info: Short and single courses: ph 9925 8111. www.shortcourses.rmit.edu.au.

INTERESTED IN HEALTH SCIENCES, BUT UNSURE OF YOUR DIRECTION? Deakin University advises that if you are interested in a career in health but are unsure of your direction, the Bachelor of Health Sciences could be a good option. The degree draws from and complements the specialist fields offered by the Faculty of Health and enables you to structure your course and combine fields of study according to your interests and career ideas. Possible areas of study include: environmental health, exercise science, food studies, health promotion, nutrition, disability, psychology and sport coaching. Other universities offer a Health Science degree, but with different ‘major’ studies.

BOX HILL INSTITUTE NEWS – Seeking a career in the world of fashion merchandising, retailing or marketing? You want to travel the world as a fashion buyer, create exciting merchandising displays, develop a fashion website or market a fashion brand using social media? If you are creative, enjoy using social media and technology and are business minded, the Bachelor of Fashion Merchandising course will inspire you to pursue your ultimate fashion retail career. Check out YouTube clips: http://www.youtube.com/watch?v=Ri0mU9cD0ps & http://www.youtube.com/watch?v=4VXa4Cgs_jw&list=U_U_lWeup2Wxrv7NcoaNTK6afrg.

Compiled by: m.walker
In Years 7-10, students miss on average almost a week every term — that's four weeks of school per year.

Going to school every day is the single most important part of a child's education. Students learn new things at school every day — missing school puts them behind.

Why it's important

We all want our students to get a great education, and the building blocks for a great education begin with students coming to school each day.

Students develop good habits by going to school every day — habits that are necessary to succeed after school, whether in the workplace or in further study.

Missing school can have a big impact on students academically and socially. It can affect their test results, including VCE, and, just as importantly, it can affect their relationships with other students, and lead to social isolation.

There is no safe number of days for missing school — each day a student misses puts them behind, and can affect their educational outcomes.

Each missed day is associated with progressively lower achievement in numeracy, writing and reading.

Getting in early

It's never too late to improve attendance — going to school more often can lead to better outcomes. Even at Year 9, when attendance rates are lowest, going to school more often can make a big difference. Every day counts. Schools are there to help — if you're having attendance issues with your child, speak to your school about ways to address those issues.

What we can do

The main reasons for absence are:

- **Sickness** — There are always times when students need to miss school, such as when they're ill. It's vital that they're only away on the days they are genuinely sick, and setting good sleep patterns, eating well and exercising regularly can make a big difference.

- **"Day off"** — Think twice before letting your child have a "day off" as they could fall behind their classmates — every day counts.

- **Truancy** — When students choose not to go to school without their parent's permission. There can be many reasons for truancy, the best way to address this is for schools and parents to work together.

While all absences are bad for academic performance, unexcused absences are a much stronger indicator of lower reading and maths achievement.

If for any reason your child must miss school, there are things you can do with your school to ensure they don't fall behind:

- Speak with your classroom teacher and find out what work your child needs to do to keep up.

- Develop an absence learning plan with your teacher and ensure your child completes the plan.

Remember, every day counts. If your child must miss school, speak with your classroom teacher as early as possible.

Openly communicating with your child's school about all absences is a good way to prevent attendance issues being escalated to a School Attendance Officer. A School Attendance Officer is a Department of Education and Early Childhood Development Regional Director who has authority to follow up attendance issues. Attendance issues that are escalated can lead to an Infringement Notice.

If you're having attendance issues with your child, please let your year level coordinator, principal or other relevant staff member know so you can work together to get your child to school every day.

For more information and resources to help address attendance issues, visit: www.education.vic.gov.au/school/parents/behaviour/Pages/studentattendance.aspx

Department of Education and Early Childhood Development
Video and Digital Media Policy

Preamble

The purpose of this policy is to inform decision-making processes associated with the use and selection of video and digital media resources for teaching and learning.

Aims

- To give clear guidelines for the selection of suitable resources that support and enhance the set curriculum.
- To ensure that teachers follow the Australian Classification and Department of Education Guidelines as well as the guidelines of the Australian Copyright Council.

Implementation

Selection of texts

- All films and television programs shown in class must be a part of the regular curriculum program and listed in the relevant curriculum planning documentation.
- All departments must refer to the related policy documents in the selection and gaining permission of M and MA15+ videos and excerpts. (refer to related documents)
- All staff must refer to related policy documents in the selection of texts that contain controversial material or themes. (refer to related documents)
- It should be noted that films on the VCAA text lists have already been through a stringent checking procedure.

Middle Years Campus

- No MA15+ or R rated digital media is to be shown.
- In the case of M rated material, parental permission must be sought for all students under 15 years of age.
- In the case of G and PG, no parent/carer permission is required.
- As part of a curriculum unit or program, staff may use excerpts from film or television with an M or MA15+ rating. These excerpts must not contain elements that contribute to the M or MA15+ rating.

Senior Campus

- No R rated digital media is to be shown.
- In the case of M and MA15+, parental permission must be sought for all students under 15 years of age.
- In the case of G and PG, no parent/carer permission is required.
- As part of a curriculum unit or program, staff may use excerpts from film or television with an M or MA15+ rating. These excerpts must not contain elements that contribute to the M or MA15+ rating.

Related Documents

Copyright policy (Australian Copyright Council)
http://www.copyright.org.au/

Australian Classification (Australian Government)

External Links

Selecting Teaching and Learning Resources (DEECD Website) http://www.education.vic.gov.au/school/principals/curriculum/Pages/sele

Ratified Date

This policy was ratified by School Council on 13 August 2013

Review Date

This policy will be reviewed as part of the College’s three-year review cycle
Fact sheet for parents and carers – new suspension and expulsion procedures

Every member of a school community has the right to feel safe at school. As a parent or carer you should be confident that you are sending your child into a safe and supportive learning environment.

Suspension and expulsion are serious disciplinary measures and should be used as a last resort in managing a student’s behaviour.

As of 1 March 2014 changes have been made to how suspension and expulsion processes work in government.

The grounds for suspension and expulsion have also been updated to better enable principals to prevent and respond to behavioural incidents that may compromise the health, wellbeing and safety of staff and students. The grounds for suspension and expulsion can be found at https://education.vic.gov.au/school/principals/participation/Pages/discipline.aspx

The relevant person – ensuring students are supported

It is important that every student has a person to support and advocate for them throughout a suspension or expulsion process. The new guidance on suspensions and expulsions has introduced the concept of a relevant person, which is the adult who will play this important support role.

In most cases a student’s relevant person will be their parent or carer. However, you as the parent or carer can also nominate another responsible adult to act as relevant person if you cannot, for whatever reason, take on this role yourself.

The role of the relevant person does not replace your role as parent or carer with regard to responsibility for decision-making about your child’s education, and for their enrolment and attendance at school. Rather, it has been introduced in recognition of the fact that students come from diverse family backgrounds and that a parent or carer may not always be able to act as a support person for their child.

The principal will speak to you about who this person will be.

The suitable persons list

In some cases, a parent or carer may be unable to act as the relevant person for their child during a suspension or expulsion process, and may also be unable to nominate another adult to fulfil this role.
In these situations the school principal will appoint a person from the ‘suitable persons list’ to act as the student’s relevant person. The suitable persons list is a register of departmental employees with relevant welfare expertise, experience and training.

This is to ensure that every student has somebody to support and advocate for them.

Meetings with the school principal – the behaviour review conference

A principal is required to hold a meeting, called a behaviour review conference, when an expulsion is being considered for a student. The student and their relevant person must be invited to this meeting to discuss the student’s behaviour and possible consequences and strategies to address the behaviour.

The relevant person can also request a meeting with the principal at any point during an expulsion process if they have any concerns.

The relevant person – whether parent, carer or another adult – may bring an independent support person to any school meeting as long as they are not acting for fee or reward.

When suspending a student, principals are not required to hold a meeting with the student and relevant person either before or after the suspension, but the relevant person can request a meeting with the school principal at any point during the suspension process if they wish to discuss any concerns.

If you are unable to resolve your concerns with the school principal, you can contact the relevant department regional office to discuss further. To contact your closest region office see: Contact Us

Expulsion appeals

A student who has been expelled has the right to appeal their expulsion the relevant person may exercise this right on their behalf, taking into consideration the student’s views and best interests.

The school must provide every expelled student an appeal form along with the Notice of Expulsion.

More information

For more information on suspension and expulsion processes, see:
- Procedures following suspension brochure (link)
- Procedures following expulsion brochure (link)