

N Warning

Procedure

Rationale:

Wollongong High School of the Performing Arts (WHSPA) expects each student to do his or her best in each assessment task and complete all coursework. Satisfactory completion of a course requires evidence that a student has:

- followed the course developed or endorsed by the NESA
- applied themselves with diligence and sustained effort to the tasks and experiences provided in the course; and
- achieved some or all of the course outcomes Absences will be regarded seriously by the Principal who may determine that because of continual absence the course completion criteria may not have been met.

In general, successful completion of Record of School Achievement (RoSA) courses is a prerequisite for entry into the Preliminary Course. Similarly, completion of the Preliminary Course is a prerequisite for entry into the corresponding Higher School Certificate (HSC).

Aims:

- To provide clear information to staff, students and parents in regards to the N Warning process at Wollongong High School of the Performing Arts.
- To ensure that the process is transparent.
- To ensure that the process adheres to NESA requirements.

If a task is not submitted or completed in class on the due date and if there has been no contact or explanation/ illness misadventure form submitted, then within 48 hours:

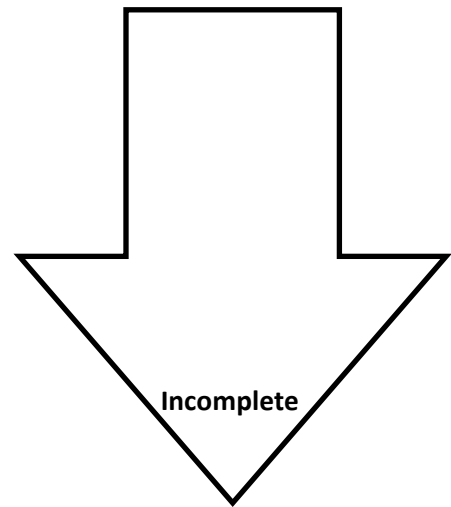
1. **TEACHER** to complete **N Warning** Entry on Millennium:

- Go to Incidents
- Select N-Award
- Select teacher and Head Teacher (Leave the Deputy on 'type to search')
- Select the Course
- Refer it to your Head Teacher
- Select letter Criteria A, B and/or C
- Enter the N-Warning number
- Fill in the details on what was due and the date
- Select what the correct incident from the right hand side menu
- Submit Incident
- Get the Head teacher to sign.
- Send the letter home via the front office. (Copy in student's file)
- **Class Teacher to phone home** and inform parents/carers, then documents this on Millennium.



If completed by the second due date:

1. Return to Millennium:
 - Go back to the student and original N warning contact.
 - Add action that student has completed
 - Change Status = Complete
2. Task mark is recorded as zero in teachers mark book.



If NOT completed by the second due date:

1. **TEACHER** to complete **N Warning** Entry on Millennium:
 - Go to Incidents
 - Select N-Award
 - Select teacher and Head Teacher (Leave the Deputy on 'type to search')
 - Select the Course
 - Refer it to your Head Teacher
 - Select letter Criteria A, B or C
 - Enter the N-Warning number
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 - Select what the correct incident from the right hand side menu
 - Submit Incident
 - Get the Head teacher to sign.
 - Send the letter home via the front office. (Copy in student's file)
 - **Head Teacher** to **phone home** and inform parents/carers, then document this on Millennium.

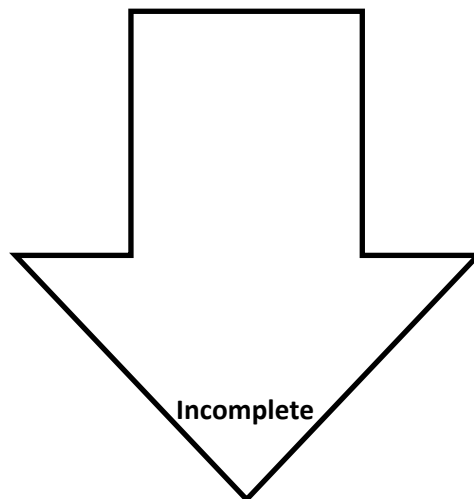
If NOT completed by the second due date HEAD TEACHER:

2. Return to Millennium: **N Award** Entry on Millennium
 - Status = Refer to Head Teacher
 - Consequence = Phone call home
 - What we did = Referral to HT, N Warning 1 letter sent, N Warning Letter 2 sent. Task now due *place new date here* - **Add Phone call home**
3. Call the parents of the student to inform them of the continued failure to meet course outcomes & requirements.



If completed by the 3rd due date:

1. Return to Millennium:
 - Go back to the student and original N warning contact.
 - Add action that student has completed
 - Change Status = Complete
2. Task mark is recorded as zero in teachers mark book.



If NOT completed by the 3rd due date TEACHER:

1. Inform Head Teacher task is still not complete via email.
2. Return to Millennium: amend the existing contact.
 - Status = Refer to Head Teacher
 - Head Teacher to gather all N Warning information and arrange an interview with student and parents.

If NOT completed by the 3rd due date HEAD TEACHER & DEPUTY PRINCIPAL

1. Speak to the Deputy.
 - Arrange a parent interview with the student's parent, the student, HT & DP
 - Discuss the consequence of non-completion
 - Record interview on the contact on Millennium
2. Call the parents of the student to inform them of the continued failure to meet course outcomes & requirements.

**If task is still not completed –proceed to N AWARD
with for the subject.**

**Head teacher to inform Principal two weeks before
nominated date and present N Recommendation
package.**