High level breach of Student Discipline Policy.
Parental interview. May involve other members of the SMT.

Low to mid-level breaches of Student Discipline Policy
Referred by class or homeroom teachers. Persistent offenders who fail to comply in a number of areas including: uniform, homework, classroom misbehaviour etc. Conduct weekly year level detention.

Handles administration tasks like: collection of forms, distributing info. Reports extended absences and noncompliant behaviour. Keeps an eye on uniform, hair, lockers etc.

Repeat offenders and more serious matters should be referred to the YLC and Homeroom Teacher informed.

Principal

Deputy Principal

Student Welfare

Dean of Senior School

Mid to High Level breaches of Student Discipline Policy. Referred by Deans of Junior and Senior School. Usually involves parental contact. May involve other members of the SMT.

Mid-High Level Breaches of Student Discipline Policy referred by YLC, Sport and/or Outdoor Ed. May involve parental contact.

Year Level Coordinator

Dean of Junior School

Low to mid-level breaches of Student Discipline Policy
Referred by class or homeroom teachers. Persistent offenders who fail to comply in a number of areas including: uniform, homework, classroom misbehaviour etc. Conduct weekly year level detention.

Mainly pastoral role, student welfare. Works closely with YLC.

Classroom teachers take responsibility for their own discipline in terms of non-submission of homework and minor classroom misdemeanours. Prior to issuing punishment or contacting parents, teacher should consult with the YLC to ensure there are no pastoral matters regarding the student.

Homeroom Teacher

Classroom Teacher

24 January 2020
1. Subject Teacher’s Conference (Recess or Lunchtime)
   Taken by the subject teacher for subject specific matters, for example; failure to complete homework, inappropriate behavior and lateness to class. The subject teacher is responsible for their classroom discipline and due dates for work and assessment tasks.

2. Coordinators After School Detention (45 minutes)
   Issued/supervised by the year level coordinators/assistant year level coordinators for referrals from subject teachers, lateness to school, presentation infringements and at the coordinators discretion. Held one night of the week at the coordinator’s choice.

3. Friday After School Detention (60 minutes)
   Issued/supervised by the Deans of School or Deputy Principal/Welfare where coordinators detentions need to be elevated eg; repeat offenders.

4. Saturday Detention (2 hours)
   Issued/supervised by Deans of School or Deputy Principal/Welfare after referral or consultation with year level coordinator. VCE Academic Detention for Students that fail to complete set work.
   - Behaviour: after referral from year level co-ordinator
   - Academic: after referral from VCE teachers

6. Suspension from School
   Issued by the Deputy Principal/Welfare or Deans of Senior and Junior school and authorised by the Principal.