Student Responsibilities
School Based Apprenticeships & Traineeships

ATTENDANCE AT SCHOOL

With the exception of your release day or scheduled training day, you are to attend school for all timetabled lessons.

EXAMS, ASSIGNMENTS, ASSESSMENTS and EXCURSIONS

You must sit all exams, submit all assignments and assessments and attend all excursions unless you have made prior arrangements with your teachers. Part of your agreement is to fulfil your study requirements. Work commitments do not qualify as an excuse. It is the student’s responsibility (not the teacher’s) to catch up on work they have missed.

POLICIES & PROCEDURES

Students are to abide by all Shailer Park State High School’s Student Policies - uniform, assessment, behaviour, PEP attendance and class work. In accordance with our Responsible Behaviour Plan— students wishing to represent SPSHS must adhere strictly to the ON TRACK Academic and Behaviour Policies.

DROPPING A SUBJECT

Shailer Park High School's policy for dropping a subject is as follows:
For traineeships = 30 days from day of sign-up, for apprenticeships = 90 days. The Contract must also have been registered by the Department of Education & Training. See Guidance Officer to collect the form and obtain the required signatures. The form is to be returned to Guidance Officer. You must stay in the subject and complete all work, assessments and assignments until the subject has been deleted from your timetable and you have been issued with a new timetable.

SPARES

Yr 11 and 12 students may apply for a “Time in Lieu” card from the HOD of Senior Schooling. This allows you to use this study line for catching up on your subjects and on the theory component of the Apprenticeship/Traineeship. You must be using this time correctly or this privilege will be taken from you. If you have a spare 1st lesson, you must remember to sign in at the attendance office when you arrive at school.

ABSENCE FROM WORK

If you are unable to attend work, you must: (a) Contact your employer as early as possible, (b) Contact Annette Lee at school on 3451 2782.

THEORY TRAINING

Theory modules are huge part of this Traineeship / Apprenticeship. It is essential that you attend all training sessions and complete the assessment in the time the trainer allocates. Please contact your trainer at least 24 hours prior to your training session if you cannot attend. Alternatively, you may contact Annette Lee at school on 3451 2782.

I have read and accepted the above:

Parent Name: ___________________ Parent Signature: _______________ Dated: _____

Student Name: ___________________ Student Signature: _______________ Dated: _____