

1. Purpose & Rationale

Sandringham College recognises that on occasions staff may be absent from school for personal reasons and classes need to be either covered/cancelled or sent to the library. Following a review of the CRT program and to promote a young adult learning environment, to develop students independent work habits and study skills Sandringham College has introduced a study hall setting. During this time the students will be supervised by a timetabled Sandringham College staff member and are expected to complete the work that has been set for them on Compass.

2. Policy Goals

To ensure that when classes are sent to the Library all staff and students are aware of their responsibilities.

3. Implementation

When a teacher is absent on short term personal leave students in Year 11 and 12 classes during Periods 1,2,3, and 4 may be sent to the Library (Study Hall). During this time the students will be supervised by a Sandringham College staff member and are expected to complete the work that has been set for them on Compass. Students and supervising staff are expected to follow all normal school rules and procedures during these sessions.

3.1. Study Hall arrangements

When a teacher is absent on short term personal leave students in Year 11 and 12 classes during Periods 1,2,3 and 4 may be sent to the Library (Study Hall). This will be displayed on the students Compass schedule

For Year 11 and 12 classes held during Periods 1 and 2 if the class has been sent to the Library students in Year 11 and 12 may choose work in the Study Hall or work independently at home. Year 10 students studying a Year 11 subject are required to attend school and work in the Study Hall.

When a teacher is absent on short term personal leave students in Year 11 and 12 classes held during Periods 5 and 6 may have their class cancelled. Year 11 and 12 students may choose to work in the Study Hall or sign out of the school and work independently at home. Year 10 students studying a Year 11 subject are required to remain at school and work in the Study Hall.

3.2. Student Responsibilities

Students studying a Year 11 and 12 class may be directed to the Study Hall (Library) via their Compass schedule. Students working in the Study Hall will be expected to:

- Work independently or in small groups depending on the tasks set
- Consider the rights of others and observe and maintain a setting where individuals and groups can use their time effectively
- Follow normal school rules and procedures
- Manage their time to ensure that tasks are completed during the session, or for homework if required

3.3. Study Hall Supervisor Responsibilities

Study Hall supervisors will be assigned to a Study Hall session in the Holloway Road Library and should be aware that this forms part of their allotment. Study Hall supervisors will be expected to:

- Arrive to the session on time
- Mark any class rolls
- Actively supervise the student who have been placed there – keep students focused and on task
- Provide assistance with assigned work where needed
- Provide feedback to the classroom teacher via Compass
- Employ the same practices and procedures that are consistently applied in classroom settings at Sandringham College
- Supervise Distance Ed SACs as advised by the Library staff

3.4. Classroom Teacher Responsibilities

When staff are away for short term absences they should be aware that their Year 11 and 12 classes may be allocated to Study Hall and plan their lesson accordingly, The Classroom Teacher is expected to:

- Ensure that the lesson plan/work requirements are available on Compass for students to access
- Plan a theory lesson as at times suitable qualified staff are not available to take a practical class
- Consider the length of the lesson missed and ensure that the students have sufficient work to keep them occupied for the Study Hall session
- Ensure that any handouts/resources required for the session are left with the Daily Organiser or are available on Compass for student use – please do not leave worksheets on your desk
- Please note that students cannot complete a SAC during this time – all SAC's must be completed in class with the regular teacher who will ensure that the appropriate conditions are observed.

4. Monitoring & Review

This policy will be reviewed annually with the Leadership Team/Library Manager

5. Definitions

If required, clarity on terms used within this document

6. References

Related policies, department documents or websites

- School Policy and Advisory Guide (<http://www.education.vic.gov.au>)

7. Document Control

Study Hall Supervision Policy



Policy Number	SC-OP-32	Last Approval Date	1 st May 2020
Policy Owner	School Principal	Approved By	School Council
Policy Reviewer	College Principal/Library Manager	Next Review Date	1 st May 2024
Review Frequency	Document Availability	Policy Delivery	
<input type="checkbox"/> 1 Year <input type="checkbox"/> 2 Years <input checked="" type="checkbox"/> 3 Years <input type="checkbox"/> As Required <input type="checkbox"/> n/a	<input checked="" type="checkbox"/> College Website <input type="checkbox"/> Student Compass <input type="checkbox"/> Parent Compass <input type="checkbox"/> Staff Compass <input checked="" type="checkbox"/> Staff Information Drive <input type="checkbox"/> Enrolment Pack	<input type="checkbox"/> Annual Staff Meeting <input type="checkbox"/> Annual Parent Meeting <input type="checkbox"/> Annual Student Meeting <input type="checkbox"/> Annual School Assembly <input checked="" type="checkbox"/> Staff Handbook/Manual <input checked="" type="checkbox"/> DL email <input type="checkbox"/> College Newsletter	