



Woolgoolga High School

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Preliminary HSC / HSC Flexible Timetable Program

Dear Parent/Carer,

In order to provide the Preliminary HSC / HSC students with a degree of flexibility in their individual study program the following flexible programming will be offered to students.

Lessons where students do not have a timetabled lesson are considered as study periods, not as a "free period". Students are expected to be completing school work and must be in the Library Senior Study Area, Maths Boardroom, working on Major Projects in Practical Spaces with the permission of their classroom teacher, seeking support from teachers or advice from our Careers Team. The mentioned spaces have been designed for individual and group study sessions to support students with resources such as whiteboards, group tables, access to study guides, past exams and additional study tools.

Where a student does not have a lesson scheduled during period 1 or 5, they are permitted to conduct their study at home once they are completed this flexible timetable request form. Students should indicate the periods, times and lessons they are applying for flexible leave in the table below.

Where a student is studying a TAFE option and completing relevant weekly work placement as part of their School Based Apprenticeship or Traineeship (SBAT), they should complete the table below indicating the TAFE study day and work placement.

It is extremely important that the students issued with a flexible leave pass still sign on at the front office on their arrival to school, as a failure to do so could affect student attendance requirements and Centrelink payments. Students are expected to sign out at the front office prior to leaving school grounds. Failure to follow these procedures may have the privilege of the flexible leave pass revoked.

Students will not be permitted to leave school grounds at any other time. Leaving school grounds without a flexible leave pass will result in formal caution to suspend for Absconding.

If the student is driving to and from school once they have attained their licence, they are required to collect additional paperwork from the relevant Deputy Principal.

If you have any questions around the flexible leave passes, please contact the school on 6654 1500.

Kind Regards

Carla TAYLOR
Deputy Principal – Year 12

Iain HENDERSON
Deputy Principal – Year 11

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To: The Year Deputy Principal, Woolgoolga High School

I give _____ of Year _____ permission to apply for a leave pass for the following times: (Please Tick all that apply)

WEEK	DAY	P1	P2	BREAK	P3	P4	BREAK	P5
A	Monday							
A	Tuesday							
A	Wednesday							
A	Thursday							
A	Friday							
B	Monday							
B	Tuesday							
B	Wednesday							
B	Thursday							
B	Friday							

Signature (Parent / Caregiver): _____ Date: _____

Approved by Deputy: _____ Date: _____

Please return to the Front Office.