



# Woolgoolga High School

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January 2024

## 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.

An **Academic Enhancement Program** will operate all day on Wednesday Week B in the Library Senior Study area. All senior students are encouraged to attend. Exemplary staff with HSC marking experience will be available to assist students with assessments and course work.

To enable students to participate in TAFE courses, some students will not have scheduled classes on both Wednesday Week A & B afternoons. Students will be allowed to apply for leave passes that will enable them to arrive at school later or leave school early if they have non-timetabled lessons. All applications should be discussed with the relevant Deputy Principal. Students who do not have timetabled classes on Wednesdays may also study at home.

Students will not be permitted to leave the school grounds at other times. They will have the use of an area in the Library where they can continue with their work.

If you are willing to allow your son or daughter to participate in any part of these flexible arrangements program, please complete the return below and have your child return it to the relevant year deputy and they will be considered for a leave pass. If you wish your son or daughter to remain at school all days, then you do not need to return this application.

It is extremely important that the students issued with a 'flexible leave' pass sign on at the front office when they arrive at school, as failure to do so could affect attendance requirements and Centrelink payments. Students who fail to follow the correct procedure may have their passes revoked. Students will be marked absent until they sign in and parents may receive an SMS absentee message if students have not signed in before these messages have been sent. Students are expected to **sign out** at the front office prior to leaving the school grounds.

Should you wish your student to study at school during Wednesday afternoon Week A and Wednesday all day in Week B, the library will be available for their use providing they come to school in full uniform and sign in and out at the front office.

If you have questions regarding this program, please contact the school on 6654 1500.

Yours faithfully

Claire O'HALLORAN  
Deputy Principal (relieving) – 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:

WEEK	DAY	TIMES, LESSONS & PERIODS <i>(applying for leave for)</i>
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 box outside your Year Deputy's Principal's office.**