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# Processes Used At Linwood College

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Here are some details on some of the processes used at our school:

## **Referrals**

We expect students to work hard and behave well in class. Occasionally if a student is unable to meet our expectations they are sent to the referral room, so others can continue to learn and the teacher can teach. Parents will receive a phone call home from the referral room teacher and a further call from the teacher who referred their son/daughter so they can understand what led to the referral. If a student chooses not to go straight to the referral room it is likely they will be issued an after school detention for their default. This will be arranged in consultation with you to ensure the timing is appropriate for your family arrangements.

## **Detentions**

Detentions are given sparingly, and generally only after other conversations and other systems have been tried. Lunchtime detentions are run by the six Deans and last for 20 minutes. If students choose not to attend this home will be contacted and an after school detention will be issued. These are run by our Senior Leadership Team and last for 30 minutes. If a student chooses not to attend this they can be issued a two hour Sunday detention with the Principal. Families are notified for all detentions outside of normal school time. The day of these detentions can be changed to suit your home arrangements.

## **Attendance**

If your child is going to be away from school, please telephone the attendance office on 982-0100 extension 818 before 8.45 am.

If the school is concerned about your son's/daughter's attendance and suspect they are intentionally missing classes, their Kaiārahi will speak with them and call home. If school continues to be concerned, the student may be placed on an attendance check, whereby they get each class signed off on a card. After that other truancy processes and outside agencies may be involved. Our aim is to have all students actively engaged in their learning.