



O'LOUGHLIN CATHOLIC COLLEGE

D A R W I N

1 February 2022

YEAR 12 – STUDY LEAVE AND SUPPORT

Dear Parent/Guardians,

As your child embarks on their final year of secondary schooling at O'Loughlin Catholic College (OCC), we would like to take this opportunity to outline some expectations to ensure a successful completion of their Year 12 studies.

Quiet study periods

Study is an essential skill that helps students to improve their ability to learn and retain knowledge. By adopting good study habits, it can reduce anxiety about tests and assessment deadlines, whilst increasing confidence and self-esteem.

OCC provides allocated quiet study time to Year 12 students as part of their senior timetable. There are various areas in the College that are set-up for quiet study time including Mary Ward 1 (MW1), the library, or the Inclusion Support room. To be successful in senior schooling, it is important that students minimise any distractions including social media, gaming, and other streaming services which have the potential to disrupt their learning.

Study leave

If students have a study lesson at the beginning or end of the day, they may have the opportunity to arrive late or leave early from the College. This is referred to as study leave and it is an opportunity for students to use this time to study from home.

Students can apply for study leave by completing the attached permission form. Study leave will be granted to students who have returned their permission form and have had a meeting (at recess or lunch time) with Ms Kara Handberg (Head of Senior School) to discuss their academic progress. Please note that study leave approval can be rescinded if a student is identified by staff as an academic concern. Examples of academic concerns include plagiarism, poor attendance, non-completion of tasks by the due date, truancy, unsatisfactory grades, etc. If a student is flagged as an academic concern, Ms Handberg and Mr Jake Barnes (Year 12 Coordinator) will meet with the student to put in place strategies to assist with their academic progress.

Students with approved study leave in the morning are to sign into the College via the Front Office, no later than:

- The end of period 1 (9:30am) if they have a study lesson in period 1
- The end of recess (10:55am) if they have a study lesson in period 1 and period 2

Any student that arrives after these times will be marked as late and the procedures for late to school will be followed.

Students who have approved study leave in the afternoon are to sign out of the College via the Front Office, no earlier than:



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- The start of period 6 (2:10pm) if they have a study lesson in period 6
- The start of lunch (12:40pm) if they have a study lesson in period 5 and period 6

Students will not be able to sign out of the Front Office prior to these times. Any student that leaves the College without signing out through the Front Office will be marked as absent and the procedures for truancy will be followed.

Under no circumstances are students to leave and return to the College for recess or lunch.

Driving to school

Study leave helps to support our Year 12 students as they transition into young adults. This comes with additional responsibilities and students are to conduct themselves appropriately, both in and out of the College. This includes driving to and from the College using their own vehicle. Students are required to complete a "Driving to School" form which can be collected and returned to the Front Office. This form provides information regarding who will be traveling in the vehicle and ensures that the passengers have parental permission to travel with the student. Students who do not meet the expected standard of behaviour may have their study leave approval, driving permission, and/or other consequences imposed.

Academic or pastoral care support

If you have any concerns about your child's academic progress, we suggest that you contact their subject teacher, whose details can be found on the College's website. If you have concerns about their overall progress or wellbeing, please contact Mr Jake Barnes or Ms Kara Handberg via email below, or by phoning 89 451 277. We believe ongoing communication with families is important and staff have been asked to maintain close contact with parents/guardians to ensure partnerships are maintained.

If you have any concerns or questions, please don't hesitate to contact the College.

Kind regards,

Ms Kara Handberg
Head of Senior School
Kara.Handberg@nt.catholic.edu.au

Mr Jake Barnes
Year 12 Coordinator
Jake.Barnes@nt.catholic.edu.au



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YEAR 12 – STUDY LEAVE APPROVAL

Please complete the permission form below and return it to Ms Kara Handberg in the Front Office. All students will need to attend an academic progress meeting at either recess or lunch for study leave approval.

Student name: _____ Homeroom: _____		
I give permission for my child to sign-in late when they have a study lesson in the morning . Please indicate the days of their study lessons: Week A: _____ Week B: _____	Yes	No
I give permission for my child to sign-out early when they have a study lesson in the afternoon . Please indicate the days of their study lessons: Week A: _____ Week B: _____	Yes	No
Parent/Guardian name: _____ Parent/Guardian signature: _____ Date: _____		
Head of Senior School name: _____ Head of Senior School signature: _____ Date: _____		