INTERNATIONAL FULL-FEE PAYING STUDENTS
MONITORING ACADEMIC PROGRESS POLICY

Last reviewed: May 2013
By: Dean of Students

School procedure for all students is as follows:

Interim Reports, indicating cause for concern in any subjects, are sent to parents just after the middle of Term 1.

Semester Reports, giving marks, grades and detailed comments, are sent at the ends of Terms 2 and 4.

Following the issue of each of these groups of reports, individual girls about whom there are concerns regarding academic progress, are followed up by a counsellor, Head of Year or a member of the Executive team.

Cause for Concern letters are sent to parents at other times when a student has not achieved as well as her teacher in a particular subject might have hoped or expected.

Late Assignment and Missed Homework notes are sent out when relevant.

In regard to these latter three, while the letters are sent home, copies are also sent to the Head of Boarding, the Year Teacher and the Link Teacher, each of whom will speak to the student about her progress in that particular subject, and discuss what extra help might be needed and what extra effort she might need to make.

Copies of all of these are attached.

The International Students Co-ordinator and the Boarding Academic Support Officer track each international student’s progress and follow up any concerns.
Proforma of Letter

10 June 2010

Dear XYZ

I am concerned about the number of days you have been absent from school.

To date you have missed 16 days of the 81 days of the school year so far.

Although we have notes to say that you have been unwell on these days, I would like to discuss these absences with you, to see how I might help you avoid missing more school time.

If you miss any further days I am required to notify DEEWR. Please be aware that there could be a consequence for your Student Visa.

Yours sincerely

Ms Joan Karmelita
Deputy Principal/Dean of Students
Proforma of Letter

10 June 2010

Dear XYZ

I am concerned that you seem to be falling behind in your studies. I have noticed a number of concerns expressed by your teachers.

I would like to discuss your progress with you, to see how I might help you keep up with your work and lift your grades.

Please be aware that there could be a consequence for your Student Visa if your overall academic performance does not improve.

Yours sincerely

Ms Joan Karmelita
Deputy Principal/Dean of Students