

EXTRA-CURRICULAR MUSIC ENROLMENT SUPPORT PROCESS

Review of enrolment within Extra Curricular Music programs will follow a three level intervention process.

This three level process will fit within a participation framework including the following criteria:

Academic Performance: Working toward goal setting practices in lessons, monitoring results and developing academic improvement plans for students marked LA or below.

Lesson and Ensemble Attendance: Monitoring lesson and ensemble attendance and following up unexplained absences.

Commitment and Diligence: Completion of assessment at or before the due dates, practicing and progressing at an appropriate level and diligence/behaviour at lessons and rehearsals.

	ACADEMIC PERFORMANCE	LESSON AND ENSEMBLE ATTENDANCE	COMMITMENT AND DILIGENCE
	Teacher contact with Student		
Level 1 Intervention	<p>Academic Performance: Student achieving a LA rating or lower (Including N rating), teacher to contact Parent/Guardian regarding this result.</p> <p>Academic Coaching: Teacher conference with student to discuss assessment feedback and academic goal setting.</p> <p>Goal Setting: Teacher sets targets with student to improve academic performance.</p>	<p>Conversation: Teacher to make student aware via email or face-to-face about <u>Two Unexplained Absences</u> from lessons or ensemble rehearsal (with CC'd notification to EC Co-Ordinator (ECCO) via email). Referral to EC Co-Ordinator (ECCO) following <u>Three Unexplained Absences.</u></p> <p>Ensemble Attendance: Two Unexplained Absences from rehearsals require a warning from teacher about Level 2 Intervention.</p>	<p>Conversation: Teacher to discuss lateness, organisation of materials, practice habits etc.</p> <p>Goal Setting: Teacher to refer to goal setting targets and adjust if necessary.</p> <p>Senior Assessment: Students in senior who are unable to complete assessment as stated on their assessment calendar by the due date are to collect an assignment extension from Senior School (as per school assessment policy).</p> <p>Lesson and Rehearsal Timetables: Available on the school website.</p>

EC Co-ordinator contact with Parent/Guardian

Level 2 Intervention

Academic Intervention: ECCO to contact Parent/Guardian regarding academic performance below an LA.

Intervention Plan: ECCO to formulate a plan with parent/guardian and student regarding academic improvement plan for next assessment period.

Phone Call/Email: ECCO to make contact with Parent or Guardian regarding **Three Unexplained Absences** from ensembles or lessons. Follow Level 3 intervention for **Four Unexplained Absences**.

Senior Assessment: Assessment extension will require parent/guardian and HOD approval.

Outstanding Assessment: HOD will make Parent/Guardian made aware of outstanding assessment (from Academic Performance Intervention).

Phone Call/Email: HOD will make contact parent/guardian in the event of repeated lateness or issues regarding organisation.

Head of Department and EC Co-Ordinator contact with Student and Parent/Guardian

Level 3 Intervention

Academic Audit: ECCO to contact parent/guardian to arrange an interview in regards to low academic results.

Review of Enrolment: ECCO and HOD to conduct an enrolment suitability interview and consideration of cancelation of enrolment in extra-curricular music program. Written notification to discontinue from parent/guardian addressed to ECCO.

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Non-Completion of Assessment: Letter sent to parent/guardian regarding non-completion of assessment (Senior School). Email notification from Teacher regarding non-completion of assessment to parent/guardian in Middle and Junior Secondary (HOD CC'd).

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