

Performance Review Policy

At the end of each semester the Year Level Coordinator assesses the performance of all students by referring to the student reports and, where necessary, by consulting with other teachers. If a student is not performing at a satisfactory level they will be asked to present before a performance review committee.

In determining the students to be reviewed under this policy, the Year Level Coordinator uses the following criteria:

- The number of unsatisfactory results. Students with more than one third of subjects at E or below will generally be reviewed.
- Students who have received E or below in both English and Maths.
- Students who are achieving at a level that is far below that of which they are capable.

Only students with exceptional circumstances such as long-term illness shall be exempted. Students on modified work programs or individual pathway programs may also be exempted.

The Year Level Coordinator meets with the Principal or Principal's Nominee to finalise a list of students to present before a performance review committee.

A letter will be sent to parents of students requesting that they meet with the performance review committee.

Composition of the Performance Review Committee

- Principal or Principal's Nominee
- Year Level Coordinator
- Student being reviewed
- Parent of the student

The performance review committee will discuss the performance of the student and consider strategies that should be implemented to ensure improved performance in the future. Alternative pathways or programs could also be suggested with the repeating of a year being a possible option.

A record of the findings and recommendations will be placed in the student's file and be handed on to the coordinator of the student for the following semester or year. The coordinator will then closely monitor the performance of the student. Parents will be kept informed of the progress of the student.

In addition to this, all students will be involved in a review of their reports after each semester. This review will be conducted with the student by the Principal or Assistant Principal or, if required, nominees of the Principal.

January 2003