



Supporting Student Learning

Purpose of this Procedure:

The purpose of this procedure is to ensure that students living at Dunstan High School Hostel have adequate opportunity to develop as learners. The hostel will provide students with an environment that encourages and supports active engagement with academic and co-curricular achievement goals.

Key Components:

1. Prep will provide a time each day when all staff and students are focussed on the learning needs of students.
2. All students will be required to focus on homework, revision or reading during Prep time.
3. Hostel staff will monitor students during prep and report daily on student performance to the Manager.
4. The hostel staff will discuss, record and monitor student academic and co-curricular goals through-out the year.
5. The hostel manager will liaise with DHS teaching staff regarding student learning.

Relevant Policy:

1. DHS Expectations for Student Achievement
2. DHS Homework

Assurance Instruments:

1. Daily Prep report
2. Student Goal Setting Sheet

Standard Operating Procedures:

(A) Prep.

1. The current Prep arrangements are as follows:

Age	Time	Place	Supervisor
yr 9-10	6:30pm - 7:30pm	Junior Prep Rm	1
yr 11	6:30pm - 8:00pm	Senior Common Rm	2
yr 12-13	6:30pm - 8:00pm	Own Room	2

2. Hostel Supervisors will supervise Prep as per the Supervisor Roster. They will ensure the following guidelines are in place each Prep time:
 - Student should arrive on-time and with the work and equipment required.
 - Students are able to work on the following tasks during Prep:
 - (a) Homework, project work, or other course work set by teacher.
 - (b) Revision of classwork or other study
 - (c) Silent reading
 - Student should remain focussed on their work, allow others to focus on their work, and ensure they complete work to the best of their ability.
 - Student should follow the instructions of the Prep. Supervisor at all times.
 - Students should not bring food or drink to Yr 9-10 Prep.
 - Student should not use their cellphones for phone call or txtng during prep time.
3. Supervisors will complete the relevant "Prep Report Form" each day.
4. Any students who repeatedly or seriously breaches hostel guidelines will be sent from the prep room and the hostel manager informed for follow-up, via the Daily Supervisor Report Sheet.
5. Student leave from Prep must be approved by the Hostel Manager.
6. Hostel staff supervising Prep are expected to be actively involved in assisting students with their work, monitoring the homework set and completed or monitoring student goals and progress.

(B) **Goal-setting and Monitoring Academic Progress**

- The hostel manager will establish a goal setting and monitoring programme for hostel staff and students to follow.
- Hostel staff will use the hostel Student Goal-setting Form as required.
- The Hostel Manager will monitor the progress academic progress of students using this form and feedback received from DHS Staff.
- Feedback from DHS staff may include the following:
 1. Use of Homework Diary.
 2. Fortnightly Report Information.
 3. Full School Report Information.
 4. Correspondence or Meetings with the teachers of students causing concern.
 5. Opportunities for informal meetings with staff on a regular basis.
- Parents may be contacted by the hostel manager, and visa versa, to discuss concerns regarding overall student progress or homework. Concerns around individual progress in individual subjects will be directed to the teacher or HOD of that subject.

Review:

Management will review these procedures annually and any modifications will be reported to DHS BOT Hostel Committee.

Te: Oct 2011