

Context: The Rewards Excursion is a whole school initiative designed to reward students of Kandos High for positive behaviours and academic achievement throughout the school year. The excursion generally takes place in the last two weeks of term four. To be invited to attend the excursion students must meet the following criteria.

1. Attendance

To attend the Rewards Excursion students must:

- 1.1. Achieve 85% attendance for the school year. Students with prolonged absences due to extenuating circumstances or long-term illness may be granted permission to attend after an interview with the Principal or delegate.
- 1.2. Explain all absences to the school office before the end of each term via note, email, text message or phone call from a parent in a timely manner. Reminder notes will be sent by the office twice a term.

2. Classroom Teacher Approval

To attend the Rewards Excursion 80% of the student's teachers must agree that the student has upheld our core values of being responsible, respectful and having positive relationships. This will be determined by the Teacher Survey to be completed no less than two weeks prior to the scheduled departure date of the Rewards Excursion.

3. Merit Levels

To attend the Rewards Excursion students must achieve a Bronze Level Merit Award or higher. Merit Levels will be recorded on Sentral and awarded at end of term assemblies as per the current Merit Scheme.

4. Uniform

To attend the Rewards Excursion students must wear school uniform a minimum of 80% of the time they are at school.

- 4.1. Students should see the Head Teacher on duty before school to get a uniform note if they are not in correct uniform. Students who do not do this will be required to check in with the Head Teacher on duty at the start of lunch for a reteaching opportunity as per the uniform guidelines.
- 4.2. Roll Call teachers will check uniform during each rollcall and record an out of uniform Sentral entry on the roll for students out of uniform if they have not collected a uniform note from the Head Teacher on duty.
- 4.3. Year Advisers will check out of uniform during Thursday Assemblies and Friday Year Meetings and record an out of uniform Sentral entry on the roll for students out of uniform.
- 4.4. Students who are late for Roll Call will be checked by office staff as they sign in and office staff will record on Sentral
- 4.5. Students who are unable to purchase uniforms due to financial difficulty can contact the Principal, Deputy or their Year Adviser for assistance.
- 4.6. Students who have difficulty accessing washing services can arrange to access the school washing machines by speaking with the Principal, Deputy or their Year Adviser.

5. Negative Sentral Entries

To attend the Rewards Excursion students should not have more than 10 negative incidents on Sentral.

- 5.1. If a student has more than 10 negative Sentral entries in one calendar year they must attend an interview with a panel of staff representatives to discuss their attendance on the excursion.
- 5.2. If a student has more than 20 negative Sentral entries they will not be permitted to attend.
- 5.3. If a student has been on a discipline level 2 or above they must attend an interview with a panel of staff representatives to discuss their attendance on the excursion.
- 5.4. Interviews will be held at the start of Term 2, 3 and 4 each year.

6. N Awards and N Award Warnings

To attend the Rewards Excursion students in Year's 9-12 must not have any current N Award Determinations or N Award Warnings.

- 6.1. If a student has more than three N Award Warnings in one calendar year they must attend an interview with a panel of staff representatives to discuss their attendance on the excursion, even if these warnings have all been redeemed.

7. Suspension and Formal Caution of Suspension

To attend the Rewards Excursion students

- 7.1. If a student has been given a formal caution of suspension or a suspension within the calendar year, they must attend an interview with a panel of staff representatives to discuss their attendance.
- 7.2. If a student is suspended at the time of the excursion they will not be permitted to go.
- 7.3. If a student is suspended for aggressive behaviour at any time throughout the year they will not be permitted to attend the excursion unless a full risk assessment including a parent consultation meeting has been completed at least two weeks prior to the excursion.

8. Interviews

Any students who are deemed to be at risk of not meeting rewards excursion criteria at the end of each school term will have a reteaching opportunity.

- 8.1. Students at risk of not meeting criteria will have an informal interview with their Year Adviser at the start of the following term to discuss areas they can improve on.
- 8.2. Students who are deemed to require an interview before attending the Rewards Excursion will be granted an interview to discuss their circumstances with a panel of staff members consisting of their Year Adviser, a Head Teacher and a representative from the PBL or Wellbeing Team.
- 8.3. Interviews will be held at the start of Term 2, 3 and 4 each year.