

POLICY: CORRESPONDENCE SCHOOL POLICY

Rationale

The Correspondence School enables students to take subjects that are not available at their level at Rotorua Lakes High School.

Purposes

1. To enable students to take subjects that are not available at Rotorua Lakes High School.
2. To provide subjects for students who are working at multi levels.
3. To provide programmes for students with special learning needs, such as giftedness, slow learning and English as a second language.

Broad Guidelines

1. Correspondence School enrolments will be organised after consultation with appropriate staff, eg. HOD, Dean, Teacher in Charge of Correspondence.
2. A meeting with Correspondence School students' parents is to be called in Term 1 to explain the format of programmes and course requirements.
3. Staff are to be informed of the students, their levels and subjects taken through the Correspondence School.
4. Student progress is to be monitored through the year and meetings held at least twice a term with the students in terms 1, 2, and 3.
5. The Teacher in Charge of Correspondence School students accepts responsibility for the overall guidance, organisation and co-ordination of the students enrolled with the Correspondence School.

REVIEW: This policy will be reviewed according to the Board of Trustees' triennial Programme of self review (JUNE 2022)

DATE CONFIRMED: 25 JUNE 2019