January, 2013

To Parents of Year 12 Students,

**RE: Friday, Period 5 SAC/EARLY DISMISSAL**

In an effort to help with the co-ordination of School-assessed Coursework (SACs) across multiple classes we have included a dedicated lesson for such a use in the Year 12 timetable. This lesson is every Friday, Period 5. Teachers of multiple classes will have the opportunity to run SACs or SAC-related activities, such as guest speakers, during this time so that all students undertaking the subject in question can sit the SAC or attend the activity at the same time, thereby minimising the impact on class time which may otherwise have been used.

This lesson may also be used if a student has been granted permission to sit a SAC at an alternative time to that set for the rest of class, such as if he/she has been ill and was absent on the initial day.

If a student is not required for a SAC during this time, it is considered to be used as a study period. In an effort to help maximise the use of this period, students may study in the library or at home. It is expected that each student uses this time to work on their V.C.E. studies if at home and not to use it as an opportunity for social calls, shopping trips or work.

The VCE Coordinator, however, reserves the right to request that students with overdue work remain at school until such work is completed. If students leave before Period 5 or miss scheduled lessons this privilege will also be revoked.

Please complete the following parental authority and return it to Ms Lyristis. Students are only permitted to leave early during Period 5 on Fridays.

Thank you.

Yours sincerely

*Des Lyristis*
VCE Coordinator
YEAR 12 Friday, Period 5 SAC/EARLY DISMISSAL ARRANGEMENT – PERMISSION FORM

To Ms Lyristis

I/we have read your letter of January, 2013, in relation to concessions given to Year 12 students regarding the early departure from school. I/we are happy for our son / daughter to take advantage of these flexible study arrangements.

Student Name: _________________________________ (please PRINT)

Student House: Bruce / Mather / Rayner / Warrell (please circle)

Parent/Guardian Signature: _______________________________

Please return form to Ms Lyristis or HT Reception as soon as possible