

Section of Manual:	7.6 WRCS PROBATION POLICY (SUPPLEMENTARY TO THE WRCS ENROLMENT AGREEMENT) (ALIGNED WITH WRCS EXPECTED BEHAVIOURAL STANDARDS)		
Document	POLICY 7.6: WRCS Probation Policy		
Date of Endorsement:	December 2025	Review Date:	August 2027
Review Panel	The CEO/Principal, Head of Teaching and Learning, must be a part of the review of this Policy		
Purpose:	To ensure clarity on expectations for newly enrolled students and provide a structured, fair process for monitoring and reviewing progress during the probation period.		
Scope:	<p>Responsibilities</p> <p>School leadership and designated staff are responsible for monitoring student progress, conducting scheduled review meetings, and ensuring procedural fairness in all decisions.</p> <p>Probation Period</p> <p>All newly enrolled students will be subject to a three-month probation period commencing from their first day of attendance.</p> <p>Progress Review Meeting (Week Four)</p> <p>Four weeks into the probation period, the student and their parent/guardian must attend a meeting with one or more of the following:</p> <ul style="list-style-type: none"> • Principal • Head of Teaching and Learning • WRCS Head Teacher • WRCS Wellbeing Coordinator <p>Purpose of the meeting:</p> <ul style="list-style-type: none"> • Review academic progress, behaviour, and overall adjustment. • Identify areas of concern. • Outline strategies and expectations for improvement. <p>Addressing Areas of Concern</p> <p>After the week four meeting, the student and parent/guardian will have the remainder of the probation period to address identified concerns. Additional review meetings may be scheduled as needed. All meetings and agreed actions will be documented and stored in the students' official records.</p>		

	<p>Final Review Meeting (End of Probation)</p> <p>At the conclusion of the probation period, a final meeting will determine whether enrolment continues. If the student meets expectations, the school may notify the family without a formal meeting.</p> <p>Termination of Enrolment</p> <p>The principal reserves the right to terminate enrolment at any point during probation if academic, behavioural, or well-being standards are not met.</p> <p>Internal Review Procedure</p> <p>Purpose</p> <p>To provide a transparent and fair process for evaluating student progress and allow students or caregivers to request a review of decisions.</p> <p>Scope</p> <p>Applies to all students under probation and any decision regarding continuation or termination of enrolment.</p> <p>Principles</p> <ul style="list-style-type: none"> • Fairness: Decisions must be impartial and evidence-based. • Transparency: All parties are informed of processes and outcomes. • Timeliness: Reviews occur promptly within defined timeframes. <p>Steps</p> <ol style="list-style-type: none"> 1. Scheduled Reviews: Conduct meetings as per the probation policy and document all discussions and actions. 2. Communication of Outcomes: Notify parents/guardians promptly of decisions and provide written reasons where enrolment is at risk. 3. Requesting a Review: A student or caregiver may request a review of any decision related to probation or enrolment. The request must be in writing and received within seven (7) days of the decision. The review will be conducted in alignment with the WRCS Procedural Fairness Policy, ensuring: <ul style="list-style-type: none"> • Impartial structures (e.g., a review panel independent of the original decision-makers). • Opportunity for the student/caregiver to present their case. • Consideration of all relevant evidence. 4. Review Outcome: The review panel will decide and communicate the outcome in writing. All documentation will be retained in the student's records.
RANGS Manual:	3.6, 3.6.2 Safe & Supportive Environment, 3.7 Discipline,
Supporting Documentation	Policy 7.1A Discipline Policy, Policy 7.1B Behaviour Matrix, Policy 7.4 Behaviour Rewards System,

	Policy 7.2 Procedural Fairness, Policy 6.2.6 Attendance Policy, Policy 6.4.2 Enrolment Agreement, Policy 2.3.1 Code of Conduct, Policy 5. Safe & Supportive Environment –
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