



Author:	Name
Developed:	Date
Last Reviewed:	Date
Next Review:	On-going
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POLICY STATEMENT NEGOTIATED TIME

1.0 Introduction

The purpose of Negotiated Time is to provide Year 11 and Year 12 students with class time in which they can work independently in a supportive environment.

2.0 Expectations

- 2.1 Students will work purposefully.
- 2.2 The work done will reflect the student's study program in some way. (e.g. studying a particular topic, revising for a test, writing a draft, planning a timeline for an assignment or test).
- 2.3 No student will disturb other students or the Negotiated Time teacher through noise or other distractions.
- 2.4 All students need to report to their Negotiated Time room at the beginning of the lesson.
- 2.5 If students wish to work other than in the classroom, this needs to be negotiated prior to the lesson; students should collect a Negotiated Time Permission Slip from Reception, and follow the process outlined on it.
- 2.6 There needs to be a teacher present in the negotiated work area; otherwise students are to return directly to their Negotiated Time classroom.
- 2.7 The Negotiated Time teacher will be available to assist students where possible.
- 2.8 Classes booked into the computer rooms and Resource Centre have priority over Negotiated Time students when using computers.
- 2.9 The educational potential of the Internet to the school curriculum, with particular focus on higher order thinking and learning.

3.0 Responsibilities

- 3.1 The Negotiated Time teacher has a responsibility of duty of care for the supervision and safety of all students.
- 3.2 Students have a responsibility to use Negotiated Time according to the expectations set out above.

Please be aware that students who find themselves unable to meet these expectations and responsibilities must expect to have their Negotiated Time privileges withdrawn.



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NEGOTIATED TIME PERMISSION SLIP

PRIOR TO NEGOTIATED TIME, PLEASE COMPLETE THESE DETAILS TO WORK OUTSIDE THE DESIGNATED ROOM

Student Name: _____ Class: _____

Student Name: _____ Class: _____

Student Name: _____ Class: _____

Student Name: _____ Class: _____

Student Name: _____ Class: _____

Student Name: _____ Class: _____

Student Name: _____ Class: _____

Date: _____ Period: _____

Negotiated Work Area: _____

Work Area Supervising Teacher: _____

Signature of Work Area Supervising Teacher: _____

AT CONCLUSION OF THE PERIOD, PLEASE COMPLETE THESE DETAILS AND RETURN TO THE NEGOTIATED TIME TEACHER IN YOUR NEGOTIATED TIME ROOM.

_____ (Student Name) has worked in

_____ (Negotiated Area) during this period.

(Teacher's Name)

(Teacher's Signature)



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4.0 Student Process

- 4.1 Collect a permission slip from Reception, Resource Centre or Enrichment Centre.
- 4.2 Prior to Negotiated Time negotiate with the teacher supervising the special area and complete the Permission Slip including this teacher's signature.
- 4.3 Report to Negotiated Time Period at the beginning of the lesson with completed permission slip and ensure name is marked on the roll in the Negotiated Time room.
- 4.4 Report directly to the Supervising Teacher in your special negotiated area.
- 4.5 Five minutes before the end of the lesson ask your Special Area Supervising Teacher to sign the slip.
- 4.6 Return directly to your Negotiated Time Room and hand your signed slip into your Negotiated Time teacher.