



The Armidale School

Annual Scholarship Review - Student Behaviour and Performance

Procedure

Category:	Procedure
Intended Audience:	Scholarship Review Committee and Scholarship Holders
Date of Issue:	2023
Manager:	Deputy Principal
Distribution:	Internal - School Policy Platform, Parent Portal
Last Update:	Not applicable
Next Date for Review:	2025

Rationale

The Armidale School has a long and distinguished history of supporting students attending the School through a generous scholarship and bursary program. As a School with high expectations and one which places significant value on 'doing one's best', it is an expectation that all scholarship holders set a positive example and make the most of the opportunity presented to them.

As per the Scholarship Agreement "All awards are made subject to the continuing satisfactory performance and behaviour of students. A review of performance is conducted annually."

Procedure Brief & Purpose

Our *Annual Scholarship Review– Student Behaviour and Performance Procedure* seeks to provide clear expectations and procedures surrounding the annual review of student eligibility for an ongoing financial contribution to fees by the School.

The Annual Scholarship Review Procedure intends to:

- Meet the terms and conditions of the agreements signed by parents relating to financial contributions being made by the School for the fees of any current student;
- Be a clear and transparent process;
- Provide annual feedback to parents on the behaviour and performance of their child if they are a scholarship recipient; and
- Be a separate assessment of student eligibility to any annual financial review process that may be part of the terms and conditions of the Scholarship Agreement.

Assessment of Scholarship Holder Performance and Behaviour

Led by the Deputy Principal, relevant pastoral and senior leaders will meet to discuss the behaviour and performance of scholarship holders. This group may include, among others the:

- Deputy Principal
- Director of Teaching and Learning
- Director of Pastoral Care
- Head of Middle School
- Director of Boarding and,
- Director of Co-Curricular.

The criteria in which students will be assessed on includes, but is not limited to:

- General conduct and behaviour;
- Contribution to the learning environment;
- Academic effort;
- Meeting co-curricular requirements;
- Wearing the uniform and representing the School with pride; and
- Meeting any specific requirements relating to scholarship.

Behaviour and Performance will be assessed based on the *School Behaviour Management Policy* and the *School Rules and Regulations*.

Following the review, parents will be contacted via email outlining the findings of the group. If it is deemed the student's behaviour and/or performance is not meeting the requirements of the scholarship, clear areas for improvement will be identified with a review date included.

Alternatively, a request to meet with the School to discuss a review of the Scholarship will be communicated.

Scholarship Review Outcomes

The assessment of the scholarship will determine if the scholarship is:

Supported, Conditionally Supported, or Placed Under Review.

Supported: Based on behaviour and performance, a recommendation will be made to the Scholarship and Fees Assistance Committee to continue with the scholarship for the following calendar year.

Conditionally Supported: If it is identified that there are areas where the student receiving a scholarship is not meeting the expectations of the School but is overall making a positive contribution, the scholarship will be conditionally approved. This will involve communicating the specific areas for improvement with a timeline of when this will be reassessed. If expectations are met, a recommendation will be made to the Scholarship and Fees Assistance Committee to continue with the scholarship for the following calendar year. If behaviour and/or performance has not met expectations by this time, the scholarship will be placed under review.

Placed Under review: In the event the scholarship is placed under review, a meeting will be called with the students' parents or carers and the Deputy Principal to discuss the suitability for the scholarship to continue. Alternatively, areas of improvement will be identified along with a date for reassessment. At the discretion of the School, if the student has engaged in *significant behaviour* (see Behaviour Management Policy), has failed to make requested changes by pastoral leaders or their conduct actively goes against the values of the School, the scholarship may be suspended or terminated.