

The Bosco Centre	
Policy:	End of month reviews policy
Applies to:	College and Independent School
Reviewed:	November 2018
Next Review:	November 2019

### Review procedures

- Reviews usually take place at the end of each month, e.g. Septembers reviews will be the last Tuesday of the month
- Students to be made aware of review date at least one week before through reflection, displaying of review groups around the premises and in classrooms
- Review sheets to be sent to all relevant staff via e-mail an online hub, a week before the review day, to give staff opportunity to get a 'head-start'
- Review interviews between tutor and student are conducted in private and designated classrooms
- Once learner has met with all their tutors, they will then see Darren, Donna, Romaine or Liz in the main office to complete the back of their review
- Once the learner has completed both sides of their review, they will then proceed to see Alfredo or Sapphire in the ITQ room to electronically sign their review
- If the learners do not have a fully completed review sheet without a valid reason, then they will not receive their weekly allowance
- Absentees should be 'chased up' the next college day they attend, ensuring they are completed
- Once all reviews are complete, they will be sent home to all learners Parents and/or Carers
- Any concerns raised in learners review should be brought to the attention of the Principal