



Darul Ulum College of Victoria

14 June 2021

Assalamu Alaikum Wr. Wb.

Dear Parents and Year 12 Students,

Updates to the Year 12 Tutorial Policy

Further to earlier correspondence pertaining to the Year 12 Tutorial Policy, please be advised that this policy has been updated to ensure students' safety is not compromised whereby they do not leave the school grounds before their official dismissal after their tutorials.

A summary of the updated items in the Year 12 Tutorial Policy includes the following:

1. The Year 12 tutorials start at **3:20pm and finish at 4:45pm**. Students are not permitted to leave the school grounds between period 7 and the tutorials nor are they permitted to leave during the tutorials.
2. Teacher may provide students with a 10-minute break inside the classroom under the teacher's direct supervision for a quick snack between 3:20 – 3:30. It is recommended for students to bring a snack from home for this afternoon break.
3. Attendance of students will be recorded for each session by the relevant teacher.
4. The teacher is responsible to report any absences / late arrivals to the office for office personnel to contact the parents of students who are not in attendance.
5. The teacher is to issue a Level 1 Form to students arriving after 3:30pm, unless formal exemption is granted.

A courtesy reminder that Year 12 students are expected to attend these tutorials to further consolidate the lessons covered during the regular classes. However, in the rare occasion where a student is unable to attend, parents are requested to write directly to the VCE Coordinator seeking an exemption.

Thank you.

Wassalam,

VCE Review Committee