

Enrichment Program Policy

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Enrichment Program Policy

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Local Document Code (if applicable)	Associated Documents Enrichment Program Contract , Preparing the Enrichment Program in Canvas , Enrichment Program Change of Day Request Form ICT Abuse – Behaviour Management Policy , Student Discipline Policy , Zoom Policy	
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1. INTRODUCTION

- 1.1 Secondary students assume increased responsibility for their learning in their final three years of schooling, and it is appropriate that they manage their time effectively.
- 1.2 Under specific conditions, and with explicit permission from the Campus and Regional leadership teams and their parents:
 - 1.2.1 Senior students in their final three years of schooling may study at home or approved venue, such as a business premises, during scheduled school hours, **for one day per week**.
 - 1.2.2 Students in Year 10 may study at home or approved venue, such as a business premises, during scheduled school hours, for **one day per fortnight**. If the student consistently demonstrates a mature and productive approach to the Enrichment Program (EP), after an initial 10 weeks the CP and CA may give approval for Enrichment to be for **one day per week**, with the consent of parents.
- 1.3 The rationale for the EP is to enable senior students to make the most of their independent study time, with minimal distraction and maximum efficiency.
- 1.4 This program encourages time management skills, enables students to progress in a focused environment according to their individual learning programs, and increases the effectiveness in time spent studying.

2. DEFINITIONS AND SCOPE

Approved venue	i.e. Home, Workplace, or other. (Student must specify in Canvas for Campus Principal Approval). It is a suitable place without distractions. i.e. Younger siblings, noise distractions etc.
Canvas	Student online learning tool.
CA	Campus Administrator
CP	Campus Principal
EP	Enrichment Program
RTL	Regional Team Leader
RDE	Regional Director of Education
RP	Regional Principal
CP	Campus Principal
Zoom	Student video conferencing software

3. CONDITIONS

- 3.1 The EP is only granted to students in their final three years of school.
- 3.2 The CP must explain the program very clearly to parents via a Parent Webinar before their child applies, to ensure full understanding from parents as to expectations and arrangements.
- 3.3 Access to this program requires parent cooperation and will only be granted to students who
- 3.3.1 Consistently exhibit the traits of a self-directed learner by completing all Assignments to the satisfaction of their teachers and who
 - 3.3.2 Consistently demonstrate exemplary discipline in all aspects of their schooling, and who
 - 3.3.3 Have no concerns about school attendance.
- 3.4 Access to the EP is granted through a completed contract signed by the student and their parent/s.
- 3.5 All students participating in the EP must have approval from their parents, CP, CA, RP, and RTL. A student's place on the program remains under continuous review in line with the conditions of this policy.
- 3.6 Students will typically study from home; however, they may seek approval from the CP and CA to work from an approved venue e.g. a parent's or relative's workplace. The approved venue must:
- 3.6.1 Not involve the student undertaking any work other than schoolwork.
 - 3.6.2 Have an appropriate space for the student to undertake schoolwork free from distractions.
 - 3.6.3 Not be a place where other students are also undertaking an Enrichment Day.

- 3.7 If the student has any lessons on their agreed Enrichment Day that can be accessed via Zoom, they are expected to attend the Zoom lesson unless they receive prior exemption from the teacher.
- 3.7.1 Exemption may be given by the teacher on the basis of the student being consistently self-directed within the subject and submitting a study plan to demonstrate how they will use their time.
- 3.8 When students connect to lessons, they must have their laptop camera on at all times and be wearing school uniform.
- 3.9 The student must prepare an Enrichment Plan for the day/s they are studying from home (or approved venue) and track this through their EP Canvas course.
- 3.10 At the start of the program, Students must each nominate and justify which day of the week they undertake Enrichment, with discussion and approval from the CP.
- 3.10.1 The nominated day should be the most suitable within the student's own schedule and should normally remain consistent.
- 3.10.2 Allocation of students' EP days should be across the week and it is not acceptable for all students at the Campus to nominate the same day.
- 3.10.3 Any change to the agreed nominated day must be submitted on the *EP change of day request form* five school days before the change, and approved by the CP and CA.
- 3.10.4 Students may choose to skip their Enrichment Day and attend Campus instead if they notify their CP in advance; parents can also request this if they cannot supervise their child at home.
- 3.11 If the CP states that a campus activity must be attended by all students, students who are granted access to the EP must also attend. There are no exceptions, and the CP will advise students and parents of any such decision.
- 3.12 Students are to be contactable, either by landline, mobile phone or email at all times.
- 3.13 Students who are participating in the EP do not have approval to spend their Enrichment Day with students from another household, nor to undertake work during school hours other than schoolwork.
- 3.14 The CP, CA and Regional Management Team retain the right to withdraw a student from involvement in the Enrichment Program where there is a justified reason to do so.
- 3.15 Students may have their EP privileges withdrawn for not meeting the above conditions and for the reasons stated in Section 5.

Note: Students who are granted access to the Enrichment Program will have their attendance recorded using the appropriate attendance code, as mandated by the State's Department of Education.

4. PROCEDURE

- 4.1 Students qualifying for the EP are selected by their CP and CA to be submitted for approval by the RP, and RTL.

- 4.1.1 It is recommended this selection is completed before the beginning of the school year to enable the program to be rolled out as early as possible in the new school year, however, it might be beneficial to have all of the students in the campus for the first few weeks to allow for the CP and each individual student to analyse their course load and determine when they would like to start the program.
- 4.2 The approved students will be sent the EP Contract to be signed by the student and their parent/s, and returned to the Campus.
- 4.3 The CP must sign each student's EP Contract and send to the RP to enable enrolment into their Canvas course. This document must also be kept on file at the Campus.
- 4.4 Students will be enrolled into an EP Canvas course for tracking their study progress on the day of their EP.
- 4.5 Students must complete the 'Enrichment Planning' Assignment on Canvas each week, at least a full school day prior to their Enrichment Day. Approval of the enrichment day will only be given on completion of the 'Enrichment Plan' to a good standard, where the Homeroom teacher must approve the submission.
- 4.6 Through OnePortal, parents will have visibility of the weekly Enrichment Day plan.
- 4.7 In each Enrichment Plan, students must reflect on the effectiveness of their previous Enrichment Plan and apply that to the way they plan for the current week. Hence there is only one point of assessment each week – before the Enrichment Day.
- 4.7.1 Students' plans are RAG rated. An 'amber' score will highlight that continuation on the EP is dependent on improving their planning, with help.
- 4.7.2 A red score signals that the Enrichment Day is not approved.
- 4.7.3 A green score shows depth and continuous improvement of planning.
- 4.8 The CP must:
- 4.8.1 Take responsibility for ensuring the EP Policy is implemented and reported upon weekly to the CA Team and RP in terms of impact, challenges and actions related to the program.
- 4.8.2 Monitor student progress and ensure weekly discussion between the Homeroom teacher and each student about the effectiveness of their Study planning, including assuring the quality of Enrichment Day planning.
- 4.8.3 Ensure additional coaching and mentoring is provided for students whose planning needs to improve.
- 4.8.4 Ensure that if a student is not fulfilling the requirements of the EP, the CA, RP, and parent are notified in a timely way, and the privilege withdrawn in line with this policy.
- 4.8.5 Ensure the Homeroom teacher contacts the parents of the students who are participating in the program at least once a month, to check in on how they are using their time and ensure they are fulfilling the requirements of the EP.

5. WITHDRAWAL

5.1 Once approved, students may have their EP privileges withdrawn for not meeting the conditions within this Policy.

5.2 In line with the guidance below, the period of withdrawal from the EP will be determined by the CP and CA, with approval from the RP and RTL.

Level of breach	Examples	Withdrawal period
Level 1	• Failure to submit the Study Plan on time • Failure to complete the Study Plan to the required standard • Failure to submit work as expected by teachers/Campus Leadership. • Consistent failure to meet Assignment deadlines, or to complete Assignments to the expected standard. • Consistent lateness to class, either at school or via the virtual classroom. • Incident of unacceptable behaviour, leading to a 'Moderate Step 2' sanction or above.	Minimum 1 week Maximum 4 weeks <i>(for repeated concerns, to enable additional mentoring and coaching in School)</i>
Level 2	• Repeated incidents of unacceptable behaviour following a Level 1 withdrawal • Breaching Level 2 or higher of the ICT Misuse-Behaviour Management Policy. • Spending Enrichment Day with students from another household • Undertaking an activity during school hours other than schoolwork. • Undertaking work during school hours, other than School work • Have concerns about attendance to school	6 weeks
Level 3	• Repeated concerns of any kind following a Level 2 withdrawal	Approval for EP withdrawn. Re-application will be required.

6. VERSION CONTROL

Document Code	Date	Version No.	Nature of Change
POL_OSG_TL_Enrichment Program Policy	12/2028	1.0	Initial Policy
POL_OSG_TL_Enrichment Program Policy	02/2020	1.1	Policy Modifications
POL_OSG_TL_Enrichment Program Policy	01/2021	2.0	Policy Update
POL_OSG_TL_Enrichment Program Policy	01/2022	3.0	Policy Update
POL_OSG_ED_Enrichment Program Policy	02/2024	4.0	Policy Amended <i>1.2 Amended to confirm that an example of approved venue would be business premises.</i> <i>2.2 Attendance concerns added as a reason that a student should not be approved for the Enrichment Program.</i>
POL_OSG_ED_Enrichment Program Policy	11/2025	4.1	Policy amended. <i>Reordered the sections so definitions are section 2. Updated the guidance around Year 10 participation. Added instructions for CPs to ensure parents understand the program and for Homeroom teachers to check in with parents regularly to monitor student participation.</i>