



Student Policy

Congratulations on enrolling into Stepping Stones Education, we hope that during your time here that you come to flourish and succeed in your academic endeavours!

At Stepping Stones Education, we pride ourselves in our strong community and relationship between the Tutors, the Students and their Parents. In order to achieve this, it is important that you understand all the obligations you hold as a student of Stepping Stones Education, whereby this document will outline all the necessary details.

By enrolling you hereby agree to all terms and conditions set out in this document.

This document contains:

Student Guidelines

- i. Required stationary and equipment
- ii. Examinations and Grading
- iii. Attendance
- iv. Homework
- v. Behaviour Within the Classroom
- vi. Behaviour Outside the Classroom
- vii. Un-enrolments
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Student Terms and Conditions

- i. Intellectual Property
- ii. Property
- iii. Behaviour

Student Guidelines

i. Required Stationary and Equipment

Mathematics/Science

1. A new A4 workbook to take notes for each math unit that you are enrolled into
2. Loose Leaflets
3. At minimum a Red, Blue and Black pen and a scientific calculator
4. A display folder or a folder with clear plastic sleeves to hold completed homework and worksheets.

English

1. A new A4 workbook to take notes for each English unit you are enrolled into
2. Loose Leaflets
3. At minimum, a Red, Blue and Black pen and highlighters
4. A display folder or a folder with clear plastic sleeves to hold completed homework and worksheets.
5. The required novel that you are currently studying within the classroom.

ii. Examinations and Homework Grading

At Stepping Stones Education, we provide our students with the intensity of having compulsory examinations and graded homework tasks.

These examinations are to be taken seriously and are to be completed to the best of your ability, if there is a lack of effort or attempt when preparing/undertaking these exams, action will be taken.

Weekly homework tasks are graded out of a possible A to C where an F (Fail Grade) will be provided under certain circumstances.

If a student consistently fails an examination or receives a Fail Grade, they will be placed on a probation period to correct this behaviour and communication will be made to the Student's parents. In extreme circumstances, noncompliance and a clear lack of effort to improve or cooperate with Tutors to improve grades or assessment marks may result in the unenrolment of the student.

iii. Attendance

Do your best to attend every lesson scheduled, if you are going to be absent from an upcoming class let us know. In most cases you will unfortunately be behind in class if you are absent, however, in some cases, extra lessons may be organised to get you up to speed.

Please understand that we operate on a very tight schedule and if you have been scheduled a certain time that you make sure to prioritise and schedule all other commitments around that time. Our services rely on consistent attendance and poor attendance records may result in a potential withdrawal from classes at Stepping Stones Education.

STUDENT ABSENCE **MUST** BE REQUESTED THROUGH OUR ONLINE ABSENT REQUEST FORM

<https://www.ssedu.com.au/absent-form/>

(See Payment Policy for further details on absenteeism)

iv. Homework

At Stepping Stones Education, we pride ourselves on our worksheets and so we want you to as well. Take time and effort to make sure all your homework is completed weekly and prepared neatly to be handed in at the next lesson. Some guidelines for preparing your homework are as follows, although this may differ to the instructions of the Tutor:

- Complete homework using loose leaflets and adequately space out your working out
- Ensure all homework is neatly presented and marked if the tutor has instructed you to do so.
- Attempt **ALL** questions on the worksheet.
- Attach your homework to your homework sheet by stapling on the top left-hand corner.
- Name and date the front page of the homework sheet.

We understand that sometimes you may not be able to finish your homework due to extenuating circumstances, so let us know in advance if you haven't done it. And we'll give you another chance to go back and finish it in the following week. Without any reason or proper notice an F (Fail Grade) will be provided on the relevant homework.

Take pride in your work, your homework is an invaluable studying tool that you can refer to for upcoming exams

v. Behaviour within the Classroom

Our Tutors care for the students at Stepping Stones so you should care for them as well! Be sure to respect and act appropriately in class.

Make sure to participate and be attentive to everything that is being taught and discussed. We want you to have fun during your learning, but we also want you to work hard! So, follow their instruction!

We are all here to learn and improve, so respect your class mates and be sure to lend them a helping hand when they need it. Don't disturb the classroom by acting inappropriately. Support one another and help each other strive for excellence.

Respect the classroom! Do your best to keep the classroom the way it was when you first entered it.

Food & Drink – Due to pest control problems in the past, all eating of food and drink is banned within the confines of the centre. If you wish to consume your food or drink please do so outside the centre. You may only consume your food or drink inside the centre with the permission of a staff member.

Social Media - From time to time a staff member of SSEDU may take photos of classes which may include you with other students and tutors for the purposes of marketing. You hereby accept that you allow SSEDU to use your images taken at the centre for purposes of marketing at SSEDU. You may opt out at any moment by letting one of our staff members know.

Behaviour in class – You will not be disruptive in the classroom. Our classrooms are designed to be intimate to facilitate close discussion and learning. If a tutor has reported you for being disruptive you will be warned and further offenses will result in serious actions.

If you wish to provide feedback on your tutor, we invite you to fill out the form at <https://www.ssedu.com.au/feedback/>

vi. Behaviour Outside the Classroom

At Stepping Stones Education our Tutors are dedicated to our students and as such we allow for students to contact our Tutors outside of tutoring hours to ask for help.

Formal Email/Messaging Etiquette is expected whenever you are contacting any of our Tutors or addressing any of the staff at Stepping Stones Education directly, this involves:

- a. Starting the email with, Dear Sir or Hi ____.
- b. Use of formal language
- c. Ending the email with a 'Thanks' and your name

We do value this highly as it allows us to ensure that our students respect this relationship offered by the Tutors to the students.

We want to allow our students to feel comfortable and free to contact our Tutors for any problem they may have including any academic issues they may be facing outside tutoring. However, under no circumstances are you to jeopardise the professionalism of the Tutor or member of staff you are contacting.

You will be communicating with tutors through the academic assistance form found at www.ssedu.com.au/tutorcontact and Basecamp.

vii. Un-enrolment

If you decide to unroll at Stepping Stones Education your decision is respected and we wish for you to leave on good terms.

Please ensure that you communicate clearly with your tutor as we will always try and adjust our lessons to cater for your unenrolment. For all administrative concerns please refer to our Payment Policy for further details.

viii. Disputes

If you have anything you would like to dispute, please direct all issues to the Head Tutor.

We are always open to communication.

Student Terms and Conditions

i. Intellectual Property

When you are enrolled into Stepping Stones Education you will receive worksheets and detailed notes. All notes and homework are considered intellectual property owned by Stepping Stones Education.

Under no circumstances are you to reproduce or distribute for economic or non-economic purposes the material you receive.

Stepping Stones Education may invite you to participate in various activities or complete certain tasks for publication, if this is the case Stepping Stones Education reserves all rights to the material produced.

ii. Property

As a student of Stepping Stones Education you are accountable to compensate for any damages to the property of Stepping Stones Education. This extends to any damages which you are responsible for.

Specifically, you are required to:

1. Treat all classroom equipment with care
2. Not engage or participate in Graffiti or littering
3. Not damage any of the infrastructure (walls, floors and ceilings) of all buildings including other tenants of the building
4. Treat all areas you have access to with respect including the shared bathroom located within the building.

If you are found accountable for damaging property you will be required to replace and pay for repairs.

iii. Behaviour

As a student of Stepping Stones Education you are required to ensure that you:

1. Do not engage in any illicit or prohibited activities
2. Treat all other students with respect and do not engage in any bullying related behaviour
3. Treat all staff at Stepping Stones Education with respect and follow their instructions
4. Regularly attend all scheduled classes and complete homework as according to instructions
5. You are prohibited from communicating with any staff member on social media, phone, and email. You must use Basecamp, and the academic assistance form to communicate with tutors outside the classroom.