

loretonormanhurst

Oratory

Attendance and Nomination Guidelines

2018

Loreto Normanhurst Oratory

Nomination Guidelines and Procedures

This document is an Appendix to “Oratory Handbook”

RATIONALE

Loreto Normanhurst offers a variety of activities that fall under the Oratory Department. These range from Public Speaking to Debating to Youth Un Events.

The nomination process allows students to participate in their competition or activity of choice whilst also providing key information to the Oratory Department relied upon for the efficient administration and management of the Oratory Program.

Student safety is always the School’s priority. The nomination procedures allow for Oratory staff to identify the skills and abilities of students to ensure that they are being challenged and find enjoyment in their endeavor.

BACKGROUND

1. Loreto Normanhurst is a member of the Association Heads of Independent Schools (AHIGS) - Independent Girls School Sports Association (IGSSA) and a member of the Independent Primary School Heads of Australia (IPSHA), and as such competes in the Archdale Debating Competition, Festival of Speech and IPSHA Debating and Public Speaking Days.
2. Loreto Normanhurst also has a proud tradition of participation in the Catholic Schools Debating Association (CSDA), and as such competes in the CSDA Debating and CSDA Public Speaking Competitions.
3. Oratory is a key component of the Extra Curricular element of the FACE Curriculum and as such a significant number of students participate in events including:
 - a. Mock Trial
 - b. Kirby Cup
 - c. Rostrum
 - d. Plain English Speaking Awards
 - e. Legacy Public Speaking Competition
 - f. Youth UN Events
4. Information gathered from the nomination process is used to nominate team numbers to external governing bodies, conduct trials and recruit coaching staff to cover the required number of teams.

STUDENT RIGHTS AND RESPONSIBILITIES

Rights	Responsibilities
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A student has the right to participate in oratory and activities at Loreto Normanhurst	A student must nominate during the nomination window for their participation to be guaranteed
A student has the right to a coach who will develop their skills and facilitate their enjoyment of physical activity	A student must submit their nomination for a specific oratory event or activity within the timeframe provided
A student has the right to be part of a team made up of players of a similar standard of ability	A student must make the commitment to an oratory event or activity for the duration of the season, including all coaching sessions and events, once their nomination has been accepted

PROCEDURES for Oratory Nominations

Secondary Students

Secondary Oratory nominations open at various points through the year.

All nomination windows will be open for 1-2 weeks, depending on the size of the competition/event.

1. On the Friday prior to the nomination link being sent out to students, all parents will receive information in the newsletter informing them of the nomination schedule and available options
 - a. Parents are expected to discuss the available options with their daughter and ensure she is aware of the commitment she is making to the event/competition and coaching sessions.
2. Students will nominate online, which can be accessed by the link sent out by the Oratory Department.
3. Once the nomination window is closed, all nominees will receive an email informing them of a successful nomination.
4. There will be a one-week window after nominations close for errors to be corrected.

Primary Students

All nomination windows will be open for 2 weeks at the end of Term 2.

1. On the Friday prior to the nomination link being sent out to students, all parents will receive information in the newsletter them of the nomination schedule and available options
 - a. Parents are expected to discuss the available options with their daughter and ensure she is aware of the commitment she is making to the competition/ event and training prior to nominating
2. Students will nominate online, which can be accessed by the link sent out by the Oratory Department or Primary Staff.
3. Once the nomination window is closed, all nominees will receive an email informing them of a successful nomination.

There will be a one-week window after nominations close for errors to be corrected

Late nominations

Late nominations are excepted within the one-week window following the close of nominations.

- Students complete a late nomination form and submit this to the Oratory Coordinator
- The student is added to a wait list.
- Oratory Coordinator refers to the wait list to fill out teams as required
- Late nominations are processed in a first come, first serve basis.

There is no guarantee that students on the waitlist will be allocated a place within a team.

One week after nominations have closed nominations will 'lock'. This means that unless there are exceptional circumstances, no new nominations or withdrawals will be accepted. This is decided by the Oratory Coordinator, following communication with the student, her parents and the student's Tutor.

Competition Try Outs

In the event that more students nominate than the completion or event allows, try outs will be held. These will be held 1-2 weeks after late nominations have closed. Students will be informed of the tryouts via email. These will be held either at lunch or after school, depending on staff availability and the School Calendar. Results will be communicated in a two-week period after try outs have been held, except in school holidays. They will be communicated via email to students and in the next newsletter to parents.

Withdrawals

Students wanting to withdraw after the teams/students have been announced, will need to apply in writing to be removed from the oratory event/competition and provide reason to be withdrawn.

If the reason is justified, the withdrawal will be approved and no charge will be made. If the reason is deemed to be not justified, the student will need to discuss their withdrawal with the Oratory Coordinator and full Oratory charges may apply.

Loreto Normanhurst Oratory

Attendance Guideline and Procedures

This document is an Appendix to “Oratory Handbook”

RATIONALE

The Loreto Normanhurst Oratory program is a pathway for students to participate and compete in a range of Public Speaking, debating and mock trial style of events and competitions.

Commitment to attendance at all scheduled coaching sessions and events develops a student’s capacity to self-manage, builds team culture and ensures effective competition, preparedness and sportsmanship.

BACKGROUND

Once your nomination has been accepted, attendance at all training sessions and fixtures is compulsory unless prior approval has been granted.

Maximising attendance by being at all coaching sessions and events allows each student to have a more enjoyable experience. We do not forfeit teams or students in the Oratory Department at Loreto Normanhurst. It is unfair to the opposing teams and students and is not in the spirit of participation.

The competitions and events that we take part in have very strict rules concerning forfeits and attending in a timely manner. In order to abide by these competition rules and avoid penalties, students must be aware of their commitment to the Oratory Program.

STUDENT RIGHTS AND RESPONSIBILITIES

Rights	Responsibilities
A student has the right to well-planned and structured training sessions.	A student must attend all training sessions in order to allow coaches to create training plans.
A student has the right to be informed of any changes to their training schedule or event dates and times.	A student must inform their coach and the Oratory Department of any absence from a training or events in a timely fashion.
A student has the right to expect to compete as part of a full team at every event.	A student must attend coaching sessions and events so that the school does not compromise any competition rules
A student has the right to be well prepared and briefed by her coach for every fixture	A student must be present at the event and coaching session 15 mins prior to commencement of start time.

PROCEDURES for Attendance

1. Coaches will take an electronic roll for attendance at all coaching sessions and school supervised events
2. All rolls will be reviewed by the Oratory Coordinator and records of unexplained absences will be kept and acted upon.

Unexplained Absences at Coaching Sessions and Events

All unexplained absences will be subject to the following progression:

1. 1st Unexplained Absence: an email will be sent from the Oratory Coordinator to the student's school email address requesting an explanation for the absence. It will be cc'd to her tutor and parents.
 - i. This explanation should be submitted to the Oratory Coordinator within 24 hours.
 - ii. If no explanation is provided, this will be recorded as an unexplained absence and will serve as the final warning regarding missing coaching/events
2. 2nd Unexplained Absence: an email will be sent from the Oratory Coordinator to the student's school email address requesting an explanation for the absence. It will be cc'd to her tutor, Dean of Extra-Curricular and parents.
 - i. This explanation should be submitted to the Oratory Coordinator within 24 hours.
 - ii. If no explanation is provided, this will be recorded as an unexplained absence and the student will be allocated an Oratory Detention to be arranged between the student and the Oratory Coordinator.
3. 3rd Unexplained Absence: a phone call will be made by the Oratory Coordinator to the student's parents requesting an explanation for the absence, with a follow up email being sent to the student's school email address. It will be cc'd to her tutor, the Dean of Extra-Curricular and parents.
 - i. If appropriate explanation is not provided, this will be recorded as an unexplained absence and the student will be allocated an after school detention with the Dean of Extra-Curricular
4. 4th Unexplained Absence: a phone call will be made by the Oratory Coordinator to the student's parents requesting an explanation for the absence, with a follow up email being sent to the student's school email address. It will be cc'd to her tutor, the Dean of Extra-Curricular and parents.
 - i. If appropriate explanation is not provided, this will be recorded as an unexplained absence and the following consequences may apply:
 1. Further Oratory detentions
 2. Further after school detentions with Dean of Extra-Curricular
 3. Removal from current oratory for the remainder of the season
 4. Letter of application required for future oratory nominations

Explained absences due to illness, injury, misadventure

If a student knows in advance they will be unavailable for a coaching session or event for a justified reason (illness, injury, misadventure, etc), the student needs to inform both the Oratory Coordinator AND their coach via email with as much notice as possible. These contact details are made available to students when teams are finalized and announced. In line with the school policy on absence, supporting documentation (i.e. medical certificate, etc) may be required by the Oratory Department. If an appropriate explanation is provided for an unexplained absence within 24 hours, this will be noted and the unexplained absence will be altered to 'explained absence'.

Extraordinary Leave

If a student would like to miss a coaching session or fixture for other reasons, she must submit an Oratory Extraordinary Leave form, which will be considered on a case by case basis by the Oratory Coordinator.

These applications must be submitted no less than 48 hours prior to the training or fixture in question.