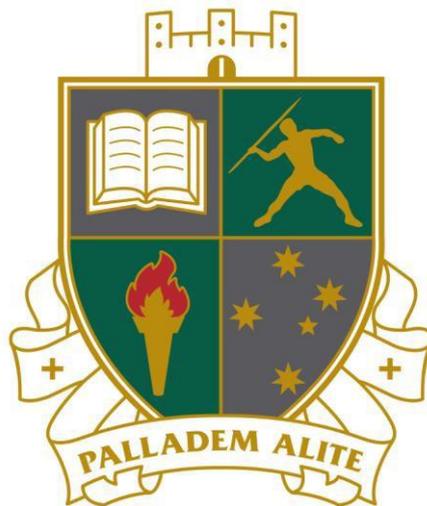


Strathmore Secondary College VCE Policy



STRATHMORE
SECONDARY COLLEGE

Table of Contents

The VCE.....	3
Communication	3
Attendance.....	3
Satisfactory Completion of School based assessments	5
VCAA Special Provisions.....	8
Homework	10
Uniform	10
Drug Policy	11
Mobile Phones and Electronic Devices	11

The Victorian Certificate of Education (VCE)

All students should ensure that they are familiar with the contents of this document, as well as the VCE handbook which can be found at: <http://www.vcaa.vic.edu.au/>

VCE Structure

In Year 11 students must complete a course of six Unit 1 and 2 units.

In Year 12 students must complete a course of five Unit 3 and 4 units in addition to any previously completed units.

VCE and ATAR Requirements

To be eligible for the Victorian Certificate of Education, students must complete at least three units of an English subject (English, English Language, Literature, EAL and Bridging EAL) including both Units 3 and 4. They must combine this with a minimum of three other 3/4 sequences.

Students must also have satisfactorily completed 16 units in total across Year 11 and 12.

Students are eligible to request a subject change only within the allocated times. Additional or multiple subject changes may be facilitated only in extenuating cases and at the discretion of the Principal Team/Team Leaders.

Promotion

A minimum of 6 'S' unit results must be obtained in order to proceed from Year 11 to Year 12, including at least one unit of English.

Communication

All major communication to parents and students will be done via Compass and/or Google Classroom. Users will receive an email notification and/or a push notification if they use the Compass app. Parents should monitor Compass frequently to receive information about events, student progress and attendance.

Attendance

Rationale

In order to maximise student achievement and outcomes, Strathmore Secondary College requires students to be punctual, attend all classes with appropriate materials and complete preparatory tasks so that teaching and learning can be effective.

Attendance Requirements

VCE students are required to attend a minimum of 90% of scheduled class time for each VCE unit. Students who do not attend at least 90% of scheduled classes will receive an N for the unit.

A VCE student's absence from class will be deemed either an approved absence or an

unapproved absence.

Extended Absence from School

The College must be informed in writing in advance of the proposed absence, or in the case of unexpected circumstances, as soon as reasonably possible. The communication must outline clearly the reasons for the absence (where relevant, accompanied by medical documentation) and be signed by a parent or guardian. Parents or guardians may be requested to attend an interview to discuss the matter.

Approved absences:

- Are those covered by a medical certificate or bereavement.
- Are those relating to the student's participation in another aspect of the college's educational program (such as sport, music, excursion, or camp).

Unapproved absences include:

- Absences covered by a parent or guardian note, but without a medical certificate.
- Holidays taken during school time.
- An absence from a whole school activity.
- Lateness to class. A student who is late to class may be permitted to enter the class at the discretion of the teacher, but will be recorded as 'late' and this lateness will be counted as an unapproved absence for the amount time missed. Time will accumulate.

As a guide, students who miss approximately eight periods of a unit in a semester will not satisfy the attendance requirement. A student who is not meeting the required standards academically and is at risk for attendance may be excluded from extra-curricular activities such as sport and music.

Reporting absences:

Attendance data for students is available in real time via the Compass Management system. Parents will need to log on to the system using their personal details.

- Attendance letters will be posted to the student's Compass chronicle to notify parents when a student has a number of unapproved absence.
- Failure to reduce unapproved absences will result in an 'At risk form' being issued via Compass for attendance.
- Should a student accumulate significant unapproved absences in any unit, the Senior School Coordinator may convene a meeting with the student and the student's parents or guardians.

Study Periods

- Students are required to remain on college grounds between their first and last scheduled class.
- Students are not to leave college premises at any time during the day and should spend this time studying in one of the allocated spaces within the college.

Consequences

Student coordinators and team leaders will have discussions with the student and make contact with the parents.

- First Offence: An afterschool detention on a day determined by the coordinator
- Second offence: Another afterschool detention on a day determined by the coordinator
- Further Offences will result in parent meetings, sign in sheets, official warnings and/or suspension.

Satisfactory Completion of School based assessment (SACs and SATs)

Rationale

The Strathmore Secondary College VCE (Satisfactory Completion) policy is based on the following:

- All students have the right to complete their School Assessed Coursework (SAC) under the same conditions in order to demonstrate achievement of the learning outcome(s) for satisfactory completion.
- The VCE is designed to cater for all students entering post compulsory education, and these students should be able to attain satisfactory completion with fair and reasonable effort.

School Assessed Coursework (SAC)

Satisfactory demonstration of each outcome is required as a minimum to achieve an overall satisfactory grade for a VCE unit. This is based on teacher judgement of student academic performance, informed by achievement in SAC. The SAC is a scored assessment and will determine the score achieved for the unit of study.

- SACs will be communicated by teachers to students and Compass learning tasks will be published. Students must undertake these tasks to demonstrate satisfactory understanding of each outcome.
- Students and parents will be notified of student progress via Compass learning tasks.
- If a student does not satisfactorily demonstrate their understanding of the outcome in a SAC, the student and their parent(s) will be notified that they are at risk of not achieving an outcome.
- Students will have a final opportunity to redeem an 'N' in a redemption opportunity held in a scheduled after school session. Coursework will also be considered before assigning an N for a Unit.

School Assessed Tasks (SAT)

School Assessed Tasks generally involve an extended project or folio work. Extended SACs are those that are conducted over an extended period of time and/or are taken home intermittently by students. Conditions for all extended SACs must be the same for each subject area and clearly articulated to students when the task is set.

For School-Assessed Taskwork undertaken outside class time, teachers must monitor and record each student's progress through to completion. This requires regular sightings of the work by the teacher and the keeping of records using the Authentication Record for School-based Assessment form.

Satisfactory Completion (S)

In order to satisfactorily complete a unit, students must demonstrate achievement of the set learning outcomes. Achievement of an outcome means:

- The work meets the required 'standard' as described in the learning outcomes.
- The work is submitted on time.
- The work is clearly the student's own.
- There has been no breach of VCAA or College rules (including SAC absence policy and college attendance requirements).

Non-Satisfactory Completion (N)

The student receives an N for the unit when one or more of the following outcomes are not achieved:

- The work does not meet the required 'standard' as described in the learning outcomes.
- The student fails to meet the deadline for a SAC.
- The work cannot be authenticated.
- There has been a breach of VCAA or College rules (including SAC absence policy and college attendance requirements).

Redemption

Redemption is the process of converting an unsatisfactory grade, N, for a particular outcome to a satisfactory grade, S.

- Students are entitled to one redemption opportunity to demonstrate that they can achieve the learning outcome and thus receive an S for the unit.
- For a SAC the redemption opportunity will be task similar in structure and content to the initial SAC. The score from the original SAC will be used with the redemption being used only to demonstrate sufficient understanding.
- For a SAT, the student will have the opportunity to resubmit the task a week from the original submission date, acting upon the feedback received. The score from the original SAT will be used with the redemption being used to demonstrate sufficient understanding.

Final Non-Satisfactory result

If a student fails to demonstrate a satisfactory level of understanding, as judged by the teacher, in this initial assessment and redemption opportunity, the following will occur:

- The teacher will give feedback to the student on the outcome.
- The teacher will look for other opportunities for the student to have demonstrated their understanding. (Please note this will vary significantly from task to task and subject to subject, it may include other forms of authenticated coursework.)
- If sufficient understanding cannot be shown, an N will be awarded for the unit.
- The relevant team leader will meet with the student, notify the parents and post an N notification document to the student's chronicle.
- If an N is received in Unit 3 the student will not proceed into Unit 4.

Feedback on School Assessed Coursework

- Students are provided with the mark scheme, written feedback or a criteria sheet.
- Feedback on SAC performance is reported through Compass learning tasks and is made available to students and parents in a timely manner.
- Teachers can provide students with a provisional grade or indication of performance after marking. Please note this is not their final grade as this is subject to statistical moderation by VCAA and may change.

Students who miss an assessment task due to an approved absence:

SAC

Students are required to complete each assessment or work requirement on the date specified by their teacher. Students who are absent at the time of a scheduled SAC will be required to:

- Notify the Senior School coordinator by updating their Compass attendance.
- Provide a medical certificate (if the SAC absence is due to illness or injury), to the VCE Administrator on the day of their return to school from absence.

Students will be booked into the next available after school assessment session (Tuesday and Thursday). It is the student's responsibility to check their Compass schedule for the date of their assessment. Students should be prepared to complete the assessment the next day they are at school. Failure to complete the rescheduled assessment without an approved absence will result in an N.

SAT

A medical certificate for illness/injury on the submission date of an extended SAC or SAT will not be accepted as a valid reason for non-submission. It is the responsibility of the student to organise delivery of the work by the due date. In the case of an emergency, students should contact the Senior School Coordinator or Team Leader. Failure to submit by the original due date will result in a score of 0.

Extension time is interpreted as the granting of extra time beyond that normally allocated to the SAC. Unlike redemption, the work completed in extension time is marked. Extra time is only granted in cases of significant hardship. In very exceptional circumstances a student may be granted an extension of time to complete their SAC. The extension of time should be applied through the Year 11 or 12 Team Leader in writing at least three days prior to the SAT due date.

Students who miss an assessment task without an approved absence:

- An N and a score of zero will be given. The student will have a redemption opportunity which will be assessed for satisfactory completion but the score will remain unchanged. No further opportunities will be provided. The redemption opportunity will occur approximately a week after the initial assessment.

Authentication

Students must submit work that is clearly their own and appropriately referenced with other sources are used.

- Teachers will monitor the development of tasks in class, by sighting plans and drafts of students' work and keeping records of their progress.
- Students are expected to retain appropriate documentation of the development of their work. Students may be requested to present such documentation to prove authenticity of work.
- A teacher may ask a student to demonstrate his or her understanding of a task to ensure authenticity.
- Students may be required to submit a declaration stating that their work is their own.
- Work will only be assessed when the teacher can attest that, to the best of his or her knowledge, the work is the student's own.
- Students must not submit the same piece of work for assessment in more than one subject.

If an issue of authentication arises, a panel may be arranged to discuss authentication as well as:

1. If necessary, a formal interview will be conducted. A parent of the student may attend in a support role, but not as an advocate.
2. A letter will be sent home, providing details of the interview to be conducted. At least twenty-four hours' notice is given.
3. Following the interview, a decision will be made in consultation with the Principal.
4. The student will be informed of the decision on the next school day. Written notification will follow within three days, including details of the student's right of appeal.

Records will be kept of each stage of the process. Each decision will be made on the basis of evidence collected.

The College has the power to impose any of the following penalties for plagiarism, or for a substantive breach of the rules (which applies to the student who has breached as well as any student who has knowingly assisted the student to breach):

- A written reprimand
- Request that work be resubmitted for an S only and no points towards study score
- Refusal to accept a part of the work submitted and give a score on the remainder
- Refusal to accept the whole piece and give an NA (not assessed)

The above consequences may be used singularly or in combination.

Student Appeals

Units 1 and 2: Students may appeal the final decision within the school. Appeals should be made to the Faculty Leader.

Units 3 and 4: Students have the right of appeal to the VCAA if a penalty has been imposed because of a breach of rules. Appeals must be made no later than 14 days after the school decision. Full details of the appeals process can be found in the VCE and VCAL Administrative Handbook, or alternatively on the VCAA website.

VCAA Special Provisions

There are four forms of Special Provision for the VCE:

- Student programs
- School-based assessment
- Special Examination Arrangements
- Derived Examination Scores

In each case there are specific eligibility requirements that apply. For student programs and school-based assessment, the school is responsible for determining eligibility and the nature of the provisions granted. For Special Examination Arrangements and Derived Examination Score applications, the VCAA is responsible for determining eligibility and for granting approval.

Student Programs

The purpose of Special Provision in student programs is to help students in defined circumstances to complete the VCE in a reasonable time frame. A student is eligible for this provision if he or she is

significantly affected by illness or other serious cause, or if he or she is disadvantaged by a disability or impairment. Prolonged absence from school or study is not itself grounds for special provision. The usual provisions granted in this category may include a three-year VCE or a reduction of units of study.

School-based Assessment

Students are eligible for Special Provision for school-based assessment if they are adversely affected by illness, impairment or traumatic personal and family circumstances. The usual provision granted in this category may include allowing the student extra time to complete the task or using technology to complete the task. All these possible provisions will be dependent on the resources of the College.

Special Exam Arrangements

Students may request to apply to the VCAA for Special Examination Arrangement undertaking Units 3/4 studies. The decision to apply for Special Examination Arrangements rests with the school. Students are eligible for Special Examination Arrangements if it can be demonstrated that achievement on the examination is adversely affected by accident or sudden onset of illness, personal, family circumstances or long term impairments. Special examination arrangements may take the form of extra reading time, extra writing time, rest breaks or the use of technological aids. Please note that it is a school based decision whether the application will proceed. Applications also have a due date and failure to submit the required documentation by the due date may mean the application is not approved.

Derived Examination Score

The Derived Examination Score (DES) is calculated by the VCAA and may be used as the student's examination result where the student has met the eligibility requirements. The DES is intended for the student who is ill or affected by other personal circumstances at the time of an examination and whose examination result is unlikely to be a fair or accurate indication of their learning or achievement in the study.

Students who are eligible for Special Provision are not exempt from meeting the requirements for Satisfactory Completion of the VCE, or from being assessed against the outcomes for a study.

How to Apply for Special Provision:

The Senior School Team Leader is the first point of contact regarding Special Provision. They will make a decision on the nature of special provision application. Special exam arrangements are made solely by the VCAA Special Provisions Team.

Permanent Disability

The College must be informed in writing of any permanent disability at the very beginning of the year (end of February at the latest). Medical and/or psychological documentation must be included.

Family Problems and/or Ill Health

The College must be informed in writing of any request for consideration based on these grounds as soon as reasonably possible. The request must be accompanied by documentation from a professional and signed by a parent or guardian. A parent or guardian may be asked to attend an interview to discuss the request.

Homework

Rationale

Strathmore Secondary College regards homework as a vital component of every student's education. Specifically, homework is used:

- To develop students' responsibility for their school work and foster independent learning.
- To facilitate the development of organisational skills and good work habits.
- To complement and reinforce key knowledge and skills taught in class.

A student with good organisation and resources should average:

Year 11: 1-3 hours per night and more on weekends

Year 12: 3-4 hours per night and more on weekends (up to 12 hours per weekend during peak VCE times)

All students should have a study timetable to manage their time.

Uniform

Year 11

Year 11 students at Strathmore Secondary College are required to wear full school uniform at all times. Details of the uniform policy can be found in the student diary. Students unable to wear full uniform must be proactive and inform Senior School coordinators at the beginning of the day. A uniform pass may be issued which will clearly state the time provided for the uniform item/s to be worn or replaced.

- Teachers are to direct students who are out of uniform to the Senior School Office. Coordinators may issue a pass or confiscate out of uniform items which will be returned to students at the end of the school day.
- When out of uniform items are confiscated repeatedly, a parent or guardian may be requested to collect out of uniform items which will be held by the Coordinator until collected.
- Where it is impractical for uniform to be confiscated, a parent or guardian may be contacted and requested to arrange suitable clothing.
- When correct shoes are not worn, students may be prevented from attending certain classes where safety is a concern.
- In some circumstances, students may be prevented from attending class until they are in full school uniform.

Year 12

Although there is no set uniform for Year 12 students, certain standards of dress are expected to be adhered to. The main principle is 'function over fashion' and a student's choice of clothing should not interfere with learning.

Clothing which is considered unacceptable includes (but is not limited to):

- Overly revealing clothing (undergarments should not be visible).
- Clothing which displays slogans that may offend others.
- Clothing which advertises or promotes the consumption of cigarettes, drugs or alcohol.
- Footwear that is not covered (thongs).

Senior School Coordinators reserve the right to determine what is or is not acceptable clothing. A parent

or guardian may be contacted and requested to arrange suitable clothing.

- Students whose clothing is deemed inappropriate will be asked to see their Senior School Coordinator.
- When correct shoes are not worn, students may be prevented from attending certain classes where safety is a concern.
- In some circumstances, students may be prevented from attending class until they are in suitable clothing.

Consequences

Consequences for breaching the uniform policy will include a detention. Further offences may include multiple detentions, being sent home or kept out of class, official warnings and suspensions.

Drug Policy

The College does not permit the use of unsanctioned drugs. Students are not permitted, when under the College's jurisdiction, to be under the influence of any drug or substance. Full details of the policy are available in the College's 'Drug Policy'.

Tobacco

Strathmore Secondary College seeks to discourage tobacco use. Students found smoking, in possession of cigarettes or supplying cigarettes to other students under the College jurisdiction will be liable to a range of sanctions dependent on the circumstances and whether or not previous offences have been recorded.

Alcohol and Other Drugs

Students found drinking, using or in possession of alcohol or other drugs, or supplying alcohol or other drugs to other students anywhere in the College environment or during College events, will be liable to a range of sanctions dependent on the circumstances and whether or not previous offences have been recorded.

In the event of an incident:

- The student will be referred to Student Wellbeing (students do not have to accept counselling).
- Students may be encouraged to engage in counselling strategies in harm minimization.
- A parent or guardian will be contacted verbally or in writing.
- Consequences may be issued including detentions, sign in sheets, official warnings and/or suspensions.

Mobile Phones and Electronic Devices

Mobile Phones

Please refer to the Strathmore Secondary College mobile phone policy on the college's website in conjunction with the Department of Education and Training policy.

Use of electronic devices (Laptop or iPad)

Devices are part of the student's personal requirements to bring to class. It is expected that they have the approved version with the agreed upon school required applications (details on the school website).

Unapproved Electronic Devices in SACs and Exams

Electronic devices are prohibited in VCAA examinations. Prohibited devices include mobile phones, electronic translators and dictionaries, cameras, radio transmitters and/or receivers, personal digital assistants and organisers, music and video players, minicomputers, computerised watches, and any electronic devices capable of storing, retrieving or displaying digital information.

Supervisors are empowered under VCAA rules to confiscate these devices when they are found in the possession of students in examinations. The devices will be held by the student's school or the VCAA for such a time as is necessary to complete any investigations into alleged breaches of rules involving those devices.

At Strathmore Secondary College any student found in possession of a mobile phone or electronic device during a SAC will:

- Have the mobile phone or electronic device confiscated and handed to their Senior School Coordinator.
- Receive no score for the SAC.
- Potentially have to repeat the SAC for an S or N only.
- Face further disciplinary measures as determined by the Senior School Team.