



## **THE UNIVERSITY HIGH SCHOOL**

### **VCE STUDENT HANDBOOK 2018**

#### **Heads of Senior School and Sub-School Coordinators 2018**

The following coordinators have been allocated for 2018. If students have any queries they should see their Sub-School coordinator.

#### **SENIOR SCHOOL**

Assistant Principal, Head of Senior School: Dr Fred-Ole Sandt

Head of Senior School Learning: Mr Andrew Drago

	<b>Coordinator</b>	<b>Ext Number</b>	<b>Email</b>
11C2 (Surnames H-M), 11J2, 11J3, 12C3	Mr Andrew Dickinson	9342-0037	dickinson.andrew.j@edumail.vic.gov.au
10C1	Mr Andrew Drago	9342-0060	drago.andrew.j@edumail.vic.gov.au
11C2 (Surnames A-B), 11G3, 12C1, 12G3	Ms Jenni Ingleton	9342-0067	ingleton.jenni.j@edumail.vic.gov.au
11C2 (Surnames C-G), 11J1, 12C2, 12G1	Ms Rebecca Jepson	9342-0083	jepson.rebecca.r@edumail.vic.gov.au
11C2 (Surnames P-Z), 12J1, 12J2, 12J3	Ms Pamela Newton Brown	9342-0068	newtonbrown.pamela.s@edumail.vic.gov.au
11G1, 11G2, 12G2	Ms Caterina Pacitti	9342-0047	pacitti.caterina.a@edumail.vic.gov.au
	Dr Fred-Ole Sandt	9342-0059	sandt.fredole.m@edumail.vic.gov.au

#### **Careers/Work Education Coordinator**

Ms Vivian Sipsas (VCE Office)

ph: 9342-0061

email: Sipsas.Vivian.V@edumail.vic.gov.au

#### **Senior School Student Counsellor/Wellbeing Coordinator**

Ms Caitlin Croucher (room 604)

ph: 9342-0053

email: TBA

**CODE OF CONDUCT.**

Students and parents have read and accepted the Code of Conduct when enrolling at the school. The student has signed this agreement, which is kept in their file.

**VCE ATTENDANCE**

The Victorian Curriculum and Assessment Authority (VCAA) requires schools to set minimum class time and attendance rules. At University High School student's attendance is set at 85% for each Unit. Attendance and participation in classwork is part of a student's overall performance and part of the evidence needed to award an S for a VCE unit. Failure to attend at least 85% will result in an N for that unit unless there are special circumstances. Students and parents will have signed the VCE attendance policy agreement that says they understand their responsibilities regarding attendance.

If a student has an explained absence a parent/guardian must either:

1. Approve the absence/s on COMPASS with an explanation
2. Provide a medical certificate
3. Email the relevant Sub-School coordinator

This should be completed within two weeks of the student's return to school.

**Attendance below 85% per semester (unapproved absences) = an N for that Unit**

Note: Parent/s/ Guardian/s must understand that for their child to learn they need to attend classes. With the VCAA requirements parents must make all attempts for their child to be in class. If a parent/guardian provides regular explanations for their child's absence they may need to meet with their child's Sub-School coordinator to seek support so that their child can attend classes.

**LATENESS TO CLASS**

Students will be admitted to class if they are late. However, they will be marked late on COMPASS. If a student arrives late for session one they are required to sign in using one of the school's KIOSKS and proceed to class. Lateness to sessions two to six will be recorded by the classroom teacher. It is the student's responsibility to verify with the class teacher at the end of the session that the teacher has recorded a lateness not an absence.

Three late arrivals will result in a recorded unapproved absence, unless there are genuine reasons approved by a VCE coordinator.

**3 TIMES UNAPPROVED LATE = 1 UNAPPROVED ABSENCE**

**COMPASS**

Students should regularly read the NEWS section of COMPASS to see if there are any relevant notices. Student should regularly check their attendance summary for any irregularities.

- Talk to the relevant teacher if an irregularity occurs.
- Talk to your coordinator for other irregularities.

## TEACHER ABSENCE

### Units 3/4

If a teacher is absent, students usually have a study session. However students should always check the extras list before leaving the school to see if the extra has been covered.

### Year 11

If a teacher is absent, students are expected to attend the class with work, except for the last session of the day when they may leave. However, students should always check the extras list before leaving the school to see if the extra has been covered because of a special teacher request such as running a SAC. Students who decide to remain at school must treat the time as a study session

**Note:** Failing to check is not an acceptable excuse nor is blaming another student.

## NOTICE OF SAC

Students in Units 3 and 4 will be given a copy of the form “Notice of an assessment task” to inform them about upcoming SACs. Students will be given this form at least 5 school days prior to the SAC.

Students in Units 1 and 2 will be informed by the teacher. Notice of an assessment task form is optional for Units 1 and 2.

## SAC CALENDAR: Units 3 and 4

There is a SAC calendar on the University High Web site: News and Events, School Calendar. It is the responsibility of students to check their SAC schedule to plan for their studies.

## UNITS 3 AND 4 FEEDBACK SAC ASSESSMENT

Students will receive an Assessment Advice Slip attached to the work.

Teachers will indicate the student the level of achievement by using the scale of percentages below. Marks are NOT given.

Outstanding	O	90-100
Excellent	E	80-89
Very Good	VG	70-79
Good	G	60-69
Fair	F	50-59
Meets minimum requirements	M	40-49
Poor	P	Below 40

## UNITS 1 AND 2 FEEDBACK AND ASSESSMENT

The teacher will provide feedback on the tasks submitted and may use the Assessment Advice Slip. The student will be given assessment for each SAC submitted. Students have to receive a **minimum level of achievement 40% to gain an S (Satisfactory for the Outcome)**

### SACS AND ABSENCE

#### What happens if a Unit 3/4 assessment task is missed

A parent/guardian should contact the relevant coordinator regarding the absence.

Step 1 Upon return to school, immediately speak to the relevant coordinator and provide

1. A Medical certificate, or
2. An acceptable extenuating reason

Step 2 See your teacher or the relevant Domain Head to arrange a time for completion of the assessment task.

If no valid reason is given students receive a N/A and a score of zero. Students have to discuss with their coordinator and teacher if and how to they can complete a task that demonstrates satisfactory understanding of the outcome. A redemption task can achieve a satisfactory outcome but will not improve the score for the outcome.

#### Rescheduling an assessment task - important information

1. The assessment task must be completed as soon as possible upon return to school. No further extension will be given.
2. Do not assume the reason for absence will be accepted - check with your coordinator if you know in advance that you will miss an assessment task.
3. Any set assessment task that may clash with organised school activities (eg. Sport, music) should be negotiated with the teacher prior to the event.

#### What happens if a Unit 1/2 Assessment Task is missed?

Students will need to contact their coordinator and provide a reason for their absence. The coordinator will approve the absence if the reason is valid (medical reason, extenuating circumstances) and evidence has been provided.

Simultaneously, students need to organise with their teachers when a missed SAC will be rescheduled. The teachers will check with the coordinator to see if the absence has been approved. If the absence has not been approved, you will not be allowed to complete a makeup SAC. Teachers may use in formative tasks or practice SACs to decide if you will receive an 'S' for the semester. However, you will not receive a score for that SAC.

Therefore, it is very important that you complete all classwork or practice tasks as these may be used in deciding whether you receive an 'S' or an 'N' for a unit of study.

A student will receive an 'N' for a unit 1/2 if:

- No SAC was completed and no formative tasks were successfully completed.
- The SAC was completed but not to a satisfactory level. A 're-sit' of the SAC was also unsatisfactory. The student did not complete all expected classwork or formative tasks.

### **SPECIAL PROVISION: Units 3 and 4**

The underlying principle of the VCAA Special Provision policy is to ensure that the most appropriate, fair and reasonable arrangements and options are available for students to demonstrate their capabilities if their learning and assessment programs are affected by illness, impairment or personal circumstances. Students may apply for Special Provision when a student has legitimate grounds that prevent the submission of work or the completion of an assessment task. There are three forms of Special Provision available to students completing the VCE.

**Special Provision options for classroom learning and School-based Assessment** Students are eligible to apply for Special Provision for school-based assessment for reasons of illness, impairment or personal circumstances

**Special Examination Arrangements for VCE external assessments** Schools can apply for special examination arrangements for students with a disability or illness

**Derived Examination Scores** Students who become ill or experience a personal trauma at the time of their VCE examinations can apply for a Derived Examination Score.

Students will need to apply for Special Provisions using the application forms available from the Senior Sub-School. These applications will need approval by the Assistant Principal and Principal. Subject teachers will be informed where relevant.

### **Special Entry Access Scheme (SEAS)**

When applying for tertiary courses, students who have experienced disadvantage throughout their Unit 3&4 studies are eligible to apply for Special Consideration through the Special Entry Access Scheme (SEAS) late in Term 3. Many institutions offer alternative entry schemes that take into account short- and long-term disadvantage. While many are offered through the single VTAC SEAS application process, others require you to apply directly to the institution. Information will be provided to students in Semester 2 regarding the SEAS application process.

### **Unit 1 and 2**

It is important to document any special provision you received for Units 1/2, to support your application for Units 3/4. Please consult with your coordinator about potential eligibility.

**VCE STUDY CENTRE and EBSS**

The VCE Study Centre and EBSS will be available for all VCE students to use as an area for quiet study, or for small group work during all times when students do not have a timetabled class.

**No food or drink** is allowed in the study area.

STUDY SESSIONS Year 12 students may be in the library, the VCE Study Centre, or be off campus. The oval, quadrangle or basketball courts are not to be used at these times. Year 11 students are to be in the library or the VCE Study Centre during study sessions.

OUTSIDE DECK AREAS Food and drinks will be permitted in these areas.

MEETINGS From time to time meetings will be called for VCE students. When a meeting is called it is expected that you attend promptly without going to lockers. These meetings are a method of distributing important information and it is essential that all students attend.

SMOKING Due to the regulations of the Department of Education students are not permitted to smoke at UHS. This includes at the front of the school, nearby streets and lanes and includes before and after school.

LEAVING THE SCHOOL GROUNDS Year 12 students may leave the school grounds at any time they do not have classes, but are expected to arrive at all classes on time. Students are not to sit at the front of the school in Story Street. Students are under NO circumstances to congregate in any of the lanes or parks near the school during any part of the school day.

Year 11 students are not to leave the school grounds at any time, including lunch and recess, without the permission of their coordinator.

**Careers/Work Education Coordinator**

Students are encouraged to use the services of the **Careers/Work Education Coordinator** to investigate pathways for their future studies and other related queries or advice.