

# The College Recognition Correction Procedures (R.C.P.)

Discipline is a high priority at MacKillop College, since without it no effective learning or personal faith development can be achieved. Our discipline policy incorporates the Recognition Correction Procedures Programme, details of which are as follows:

**All teachers in the school are using the programme, which does the following:**

- (a) Establishes a simple set of classroom rules
- (b) Arranges for recognition of behaviour appropriate to the rules
- (c) Corrects students who have difficulty following the rules.

The correction aspect of the R.C.P. will be used where a breach of the rules results in disruption to the teaching-learning process.

Inappropriate behaviour which does not disrupt the teaching-learning process will be dealt with by means other than the R.C.P.

Correction procedures of the R.C.P. will be the same for all classes; a process of REMINDING, then WARNING, and finally REFERRING students who have difficulty following the rules. Full details of the correction procedures, referral procedures and time-out are attached.

## Correction Procedures

1. When a student breaks a rule, disrupting the teaching-learning process, the student is **REMINDED** of Rule(s).
2. When a student breaks the same or another rule (during the same class), again disrupting the teaching-learning process, the student is **WARNED** of consequences for continued misconduct.
3. When a student breaks a rule for third time during the lesson, the student is **REFERRED** to a Time-Out Room.

**Note: Exceptions to the above procedures**

For offences of a more serious nature students can expect either an initial **WARNING** or an instant **REFERRAL** e.g. fighting, abusive language to other students or teachers.

## Referral Procedures

### First Referral

1. Student is asked to go to a supervised place — **IMMEDIATELY**. Student returns to class at the beginning of next lesson.
2. A standard form letter is carried home by the student — to be **acknowledged** by a parent.
3. If the letter is not acknowledged parents will be contacted.
4. Students must negotiate re-entry to the class with the referring teacher.

### Second Referral

SECOND REFERRAL within three school days after first Referral:

1. The student is sent to supervised place until the matter is addressed.
2. **Time-out** for a full day.
3. A different standard form letter is sent home.
4. Parents are asked to **contact** school within twenty-four hours.
5. Again, students must negotiate re-entry to the class with the referring teacher.

### Third Referral

**THIRD REFERRAL within two school days after returning from second Referral.**

The consequence is that the student stays in Time-Out until parents visit the school and the issue is resolved. Minimum time spent in time-out will be a full day.

# Procedures to follow at MacKillop College...

## Absence from School

Whenever a student is absent from school, a written note signed by a parent/guardian outlining the reason for absence is to be presented to the Homeroom Teacher on the day of return. In addition, for the absence to be approved by the school (as percentage attendance is important as part of the Achievement and Promotion Policy), parents/guardians need to support the absence with a Medical Certificate or Statutory Declaration made by the parent/guardian regarding their son's/daughter's illness which prevented them from attending school. The Statutory Declaration is permissible as an alternative to the Medical Certificate if the student is unable to secure a doctor's appointment on the day of the illness. The Statutory Declaration must be made on that same day, for that day only. Statutory declarations will not be accepted more than 3 days after the student has returned to school from illness or for multiple consecutive days. Statutory Declarations for reasons other than illness will not be accepted.

## Late Arrival or Leaving Early

Students who arrive to school from 8.45am onwards must report to the Administration Office, collect a "Late Pass", which is to be shown to their subject teacher upon entering the classroom. This pass is then submitted by the student to their Homeroom Teacher at the end of the day. Students leaving the school premises early must present a note signed by their parent/guardian to their Homeroom Teacher who will sign and date the note.

This note is then handed in to the Administration Office just prior to departure. Students who do not have a note signed by their homeroom teacher and are leaving the College early must be signed out by the parent/guardian.

## External Appointments During School Time

If medical appointments, etc. are in school hours, the medical appointment card or letter, signed by a parent/guardian, must be presented to the Homeroom Teacher. Wherever possible, it is advisable to make appointments after school hours.

## Feeling Sick or had an Accident/Injury

A First Aid facility is provided and located in the JBC. When illness/injury is brought to the attention of the appropriate Teacher or School Officer, all reasonable care and treatment will be provided at our First Aid room.

In the event of a student becoming ill or injured, a parent/guardian or emergency contact will be notified and requested to arrange for the student to be collected from school and taken home as soon as possible.

Students leaving school early due to sickness or injury must obtain appropriate documentation for the absence to be approved.

With prior arrangement, personal medication will be stored in the First Aid room. Assistance will be provided as required in the administering of medication. Medication to be taken by a student always remains their own responsibility.

If alternative special arrangements are required please contact the College.

## Lost Some Property (Clothing, Books etc.)

Check the Lost Property basket in the Uniform Shop.

## Found Lost Property

Take item to the Administration Office or Uniform Shop.

## Unable to Wear the Full College Uniform

When the full uniform cannot be worn for some extraordinary reason, parents are asked to notify the Homeroom Teacher in writing.

Students who are not wearing the complete uniform may be sent to Time Out until the appropriate items are brought to school by the parent/guardian.

## Being Driven to or from the College

The drop-off and pick-up point is in the designated area alongside the Tenison Woods Centre. We ask parents/guardians to pull in to a designated parking space and obey all regular road rules. Parents/Guardians are not to enter, or obstruct the teachers' car park to drop-off and are not to drop students off in front of the Administration building.

## General Expectations

As a Catholic College in the tradition of St Mary of the Cross MacKillop, all students are expected to act respectfully towards the College and all members of its community. We expect students to be well groomed and to behave in public with courtesy, common sense and consideration for others.

### Property

1. At MacKillop, all students are expected to care for property which belongs to the College, to others and to themselves. The College accepts no responsibility for the safekeeping of students' books, clothing, bicycles or other property including electronic devices such as ipods, mp3 players, earphones and the like. All possessions are to be clearly labelled with the student's name and class. The use of electronic devices in class is at the discretion of the subject teacher. Students are not to use these devices for listening to music outside class time. Under teacher direction, students may be permitted to use their own headphones in class for educational purposes.

Skateboards and scooters are not to be brought to school.

2. Mobile phones are not to be used during the school day (from the time a student arrives at school until they leave their building following afternoon homeroom) and they are to remain switched off at all times. Year 11 and 12 students leaving the College during times specified on their study contracts are not permitted to use their phones until they reach designated pick-up areas or have left the College. Mobile phones brought to the College remain the responsibility of the owner. Misuse of mobile phones will result in confiscation.

Students who need to communicate with parents/guardians may do so through Team Leaders/Level Coordinators or the Main Office. The Main Office is open until 4.30 p.m. and other staff are usually available until 6.00 p.m. If students need to be contacted in an emergency, contact will be through the Main Office.

### Behaviour

3. All students are expected promptly and respectfully to observe teachers' requests whether in class or out in the yard. Rudeness and insolence will not be tolerated.
4. Teachers are to be addressed by name in a respectful manner.
5. Students are expected to exercise self-control at all times. In keeping with Christian courtesy and refinement, rough language and behaviour is not permitted.
6. Students are to respect the property of others as well as their own and may not, without permission, use any equipment belonging to the school or another student.
7. Throwing of any object is not permitted either inside or outside the buildings.
8. Students are to respect the College environment. Bins are to be used for rubbish. Students shall be rostered for yard duty and are to report to the teacher on duty at 1.15 pm for their particular area.
9. Items deemed offensive or harmful are banned from school and are not to be in the possession of any student. These include: drugs, alcohol, knives, steel rulers, lighters or their equivalent. Textas, liquid paper and chewing gum are not permitted at school.
10. Students are not permitted to receive visitors or phone calls during school hours. Such socialising is to be kept to out-of-school times.
11. The College regards smoking as a serious threat to health and we encourage our students to remain non-smokers. The College provides all its members with a smoke free environment. All school buildings, grounds, vehicles and school-based activities are smoke free at all times.

Students are not to smoke or to be found in the presence of those smoking on the College premises or travelling to and from school. Cigarettes are not to be brought to school.

12. It is a basic right of all students in our school to receive their education free from humiliation, intimidation and abuse. Bullying, whether it be by gesture, extortion, exclusion, physical, emotional or verbal abuse will not be tolerated at MacKillop College.
13. Assemblies are held on a regular basis at MacKillop College. Students are expected to conduct themselves in a manner befitting the occasion. They must move quietly and directly to the assembly area in class alphabetical order under the direction of their teacher. Students must sit in their designated seat in the assembly room and remain quiet for the duration of the Assembly.

Their manner should be respectful of those who are speaking and not distracting to students around them. At the conclusion of the assembly, students must wait to be directed to leave by their teacher and do so in an orderly manner.

## Bike Riders

14. Students who ride a bicycle to school are to wear a helmet. Bicycles are to be left at the bicycle racks. Removable parts such as pumps are not to be left on bicycles. Bike chains and locks are advisable. In travelling to and from school all cyclists are to observe traffic regulations. Both cyclist and pedestrian students are to use the official crossings. Cyclists will walk their bicycles across these crossings under the supervision of the duly appointed controllers. Whilst in the school grounds, cyclists will walk their bicycles. All uniform requirements still apply to those who travel to and from school by bicycle, however the school blazer is optional.

## Personal Details

15. Students are to notify the Homeroom teacher / Level Coordinator and main office of any alterations to personal details on Student Verification Form.

## Attendance

16. Students are to be prepared for lessons at the beginning of set class times, especially after Recess (11.00 am) and Lunch (1.30 pm).
17. Whenever a student is absent from school, a written note signed by a parent/guardian outlining the reason for absence is to be presented to the Homeroom Teacher on the day of return. In addition, for the absence to be approved by the school (as percentage attendance is important as part of the Achievement and Promotion Policy), parents/guardians need to support the absence with a Medical Certificate or Statutory Declaration made by the parent/guardian regarding their son/daughter's illness which prevented them from attending school. The Statutory Declaration is permissible as an alternative to the Medical Certificate if the student is unable to secure a doctor's appointment on the day of the illness. The Statutory Declaration must be made on that same day, for that day only. Statutory declarations will not be accepted more than 3 days after the student has returned to school from illness or for multiple or consecutive days. Statutory Declarations for reasons other than illness will not be accepted. The College will not accept Medical Certificates that are provided by a Pharmacist.
18. Students will not be permitted to leave the College grounds unless signed out at the administration office by a parent/guardian. If doctor appointments, etc., are in school hours, the medical appointment card/letter, signed by a parent/guardian, is to be presented to the Homeroom Teacher. When possible, it is advisable to make appointments after school hours.
19. Students leaving the school premises are to report to the Administration Office to be signed out by a parent/guardian or provide a note signed by the parent/guardian and Homeroom Teacher. Students arriving late to school are to report to the Administration Office. A note to explain lateness is required.
20. Students are to eat in prescribed areas and observe lunch time regulations. Students are not permitted to leave the school grounds to buy lunch.
21. A First Aid facility is provided and located adjacent to the John the Baptist Centre. When illness/injury is brought to the attention of the appropriate Teacher/Team Leader/Level Coordinator, all reasonable care and treatment will be provided at our First Aid room.
22. In the event of a student becoming ill or injured a parent/guardian will be notified and requested to arrange for the student to be collected from school and taken home as soon as possible.

With prior arrangement, personal medication will be stored in the First Aid room. Assistance will be provided as required in the administering of medication. Medication to be taken by a student always remains their own responsibility.

If alternative special arrangements are required please contact the College.

## School Functions

23. All students are expected to attend the following school functions:
  - ▶ Opening Mass
  - ▶ Outdoor Education activities
  - ▶ Swimming Carnival (Year 7 Students)

# General Expectations

- ▶ Retreats
- ▶ Athletics Carnival (Year 7 students)
- ▶ Orientation activities
- ▶ Cross Country (Year 7 & 8 students)
- ▶ Speech Night
- ▶ MacKillop Day
- ▶ Graduation (Year 12 Students)

## Physical Disabilities

24. If your son/daughter has any disability or concern which may affect any school activities, or which may require particular attention by members of the staff, please make this known to the Team Leaders/Level Coordinators as soon as possible. A register of students with disabilities is maintained at the main office.

## Class Preparation/Procedures

25. All necessary equipment is to be brought to class. This includes books, pens, protective apron (where required) and student diary. Students are not permitted to go back to their homerooms or lockers for equipment left behind.
26. Students are not permitted to leave their room between lessons. This time is to be spent in preparing for the next lesson.
27. Students are to be ready to work when the teacher enters the room.
28. Students are to stand when a teacher enters the room and, after being greeted by the teacher, sit when directed.
29. Students are to obtain permission before speaking or leaving their seats.
30. Students are to pay attention when the teacher or other students are speaking.
31. In all classes students are to:
- (a) show respect to teachers and peers; and
  - (b) contribute to an atmosphere in which genuine learning may occur for all.
32. Students who miss class due to absence are expected to catch up on the learning missed, it is the student's own responsibility to find out details of assignments, etc., given to a class while he/she was absent.
33. White-board markers, dusters, etc., are not for student use, they are not to be used without permission from a teacher. Teachers retain such items in their own possession.
34. Students are to move directly to their rooms and are not to disrupt others in the process of moving from one class to another.
35. The use of the Internet at MacKillop College is for learning purposes only. Students are responsible for maintaining their internet credit and ensuring adequate credit is available for all classes.
36. Student Diary: Students are required to use the diary to keep a record of work set. At Years 7, 8, 9 and 10, students are to ensure that parents/guardians sign it weekly. The diary may also be used as a means of communication between parents/guardians and teachers. Students are expected to complete home study by the date designated.
37. Physical Education: Every student in Years 7-10, unless medically unfit, is required to participate in physical education activities and wear the physical education uniform. Notes are to be sent to the Physical Education teacher if the student cannot participate for any medical reason.
38. Excursions: Students representing the school on excursions or sporting events are expected to have complied with the expectations of the school (in relation to both general behaviour and completion of work requirements) before permission to attend the excursion will be granted. While students are on excursions all school rules will apply; this includes the wearing of the appropriate school uniform in its entirety and the MacKillop school bag if necessary. No student will be permitted on an excursion unless a signed Excursion Form is lodged with the school. This form authorizes the supervising teachers to seek medical attention when necessary and to extend to the student the care that a reasonable parent would extend in the same circumstances.

## Uniform

39. Correct and full uniform is to be worn to and from school. If students choose to wear their school uniform in public on other occasions, eg. after school, it is still to be worn as the complete uniform and students will adhere to the College expectations. On sports days, or at the specific request of staff, students may come in full sports uniform. (On other days runners may be worn for lunchtime activities only but are not to be worn in class nor to and from school.)
40. The College blazer is to be worn to and from school every day. On hot days, wearing of the blazer home will be at the discretion of the College. Jumpers are not to be worn as the outer garment to and from school.
41. If concession is made to students about the wearing of the blazer on hot days, then the polar fleece tops will also be optional. No garment other than those stated in uniform requirements are to be visible, e.g. T-shirts worn under shirt and socks beneath stockings. The College spray jacket (or appropriate raincoat) may only be worn over the polar fleece (sports uniform) or blazer (full summer/winter uniform) to and from school and only when it is raining. It must be removed upon arrival at school.
42. Shirts are to be tucked in at all times. Blazers, school jumpers, polar fleece and spray jackets are not to be worn around the waist.
43. Where appropriate, all students are to wear the school tie. The school tie is to be worn appropriately with the top shirt button fastened and the tie tightened to fit under the collar.
44. Students in Years 7, 8, 9, and 10 may wear the full Physical Education uniform only on days for which they are timetabled to participate in Physical Education or Drama classes. All Year 11 and 12 students are to wear the full MacKillop school uniform every school day and change for Physical Education where applicable. When representing MacKillop College at inter-school level, Year 11 and 12 students are permitted to wear their full Physical Education uniform to and from school.
45. Incorrect or incomplete Physical Education uniform is not to be worn to school. Instead, students are to wear their full school uniform and change into their alternative Physical Education uniform for physical education classes only.

The Physical Education uniform is not to be worn to school if students are not participating in a practical physical education class. When wearing the Physical Education uniform the polar fleece top is considered the outer garment.

The College polo shirt and polar fleece top are the only tops permitted when students are required to wear their Physical Education uniform. All items of clothing other than these specified, for example skivvies and windcheaters, are not permitted to be worn.

46. When the full uniform cannot be worn for some good reason, parents are asked to notify the Homeroom Teacher in writing.
47. Fashion jewellery or accessories of any kind are not to be worn. One wrist watch, and a pair of plain studs or small plain sleepers (gold or silver), one in each lower lobe of the ear, is permissible. No other jewellery on any part of the body is to be worn.
48. Hair is to be neatly groomed, appropriate to the wearing of uniform, fully tied back and off the face at all times. When the hair is tied back, the accessory used must be burgundy in colour, as per College regulations. Unusual fashion modes, as determined by the College that are not in keeping with the wearing of a school uniform are unacceptable. This includes haircuts below a number 2, mohawks, spiked hair, horns, dreadlocks, braids, tails, unwashed hair or any unnatural hair colour, etc. Students are to be clean-shaven.
49. No make-up or coloured nail polish is to be worn. Accessories, other than those already stated above, are not to be worn.
50. Whilst tattoos are not endorsed by the College, students who do have a tattoo, must ensure that the tattoo/s is/are not visible at any time whilst at school or travelling to or from school.
51. Each student is to have a MacKillop College back-pack. All students' back-packs, books, diary and school equipment are to be free of graffiti and any kind of labels or stickers.
52. To ensure adequate protection from the sun, the wearing of an official MacKillop College peaked cap or hat is compulsory for all students in Years 7 to 12 during Physical Education classes.
53. MacKillop College students are to wear the approved uniform. Because the uniform advertises the College, it is essential that it be worn with respect.
54. Students are only permitted to wear badges on their blazers that have been issued by the school. Any badges worn must only be worn by the student to whom the badge was issued.

# College Uniform for Years 7–12

Mackillop College will be the exclusive provider of the uniform (with the exception of the appropriate footwear as detailed below).

## Male Uniform

### Summer Uniform

- ▶ MacKillop College Blazer
- ▶ Regulation tailored char-grey pinhead poly/wool trousers (with MacKillop emblem) OR
- ▶ Regulation tailored char-grey pinhead poly/wool shorts (with MacKillop emblem)
- ▶ Regulation business white poly/cotton short sleeved shirt (with MacKillop emblem on pocket)
- ▶ MacKillop College tie with emblem
- ▶ College regulation char-grey socks
- ▶ Plain, black leather lace-up school shoes as determined by the College, which are suitable for school participation (which must be cleaned and polished). Runners are not permissible.
- ▶ Black leather emblemed belt (optional)
- ▶ College V-neck jumper
- ▶ College regulation Chiropractic Back-pack (Olive)

### Winter Uniform

- ▶ As above excluding the College shorts. All students are required to wear the regulation business white poly/cotton long sleeved shirt.

## Male/Female Uniform Options

- ▶ MacKillop College regulation burgundy scarf and gloves (male/female) can only be worn with the Winter uniform only
- ▶ MacKillop College unisex hat

## Physical Education Uniform (Male/Female)

- ▶ College polo top
- ▶ Plain white socks (no logos, colours etc)
- ▶ Lace-up runners as determined by the College which provide the appropriate amount of support and are suitable for active sports participation.
- ▶ College bottle green tracksuit pants (with MacKillop emblem) AND/OR
- ▶ Regulation College bottle green aerated sports shorts (with MacKillop emblem)
- ▶ College polar fleece top
- ▶ College sport jacket (optional)
- ▶ Regulation College (PE) peak hat or cap

## Female Uniform

### Summer Uniform

- ▶ MacKillop College blazer
- ▶ College summer dress (minimum length requirement is to the top of the knee)
- ▶ Regulation plain white socks (long or short acceptable)
- ▶ Plain, black leather lace-up school shoes as determined by the College, which are suitable for school participation (which must be cleaned and polished). Runners are not permissible
- ▶ College V-neck jumper
- ▶ College regulation Chiropractic Back-pack (Olive)
- ▶ College regulation burgundy hair ribbon, headband or scrunchy (if required)

### Winter Uniform

- ▶ MacKillop College blazer
- ▶ College tartan kilt and/or College tartan tailored slacks
- ▶ College V-neck jumper
- ▶ College regulation white poly/cotton long sleeved shirt (with MacKillop emblem on pocket)
- ▶ MacKillop College tie with emblem
- ▶ College regulation Chiropractic Back-pack (Olive)
- ▶ College regulation tights
- ▶ College regulation char-grey socks may only be worn with slacks
- ▶ Plain black leather lace-up school shoes as determined by the College, which are suitable for school participation (which must be cleaned and polished)
- ▶ College regulation burgundy hair ribbon or scrunchy (if required)

**Please note: The uniform must be worn as per the Uniform Policy. No compromise will be allowed.**

# Student Achievement and Promotion

The College accepts that students will not always achieve their best for a variety of reasons and acknowledges that intervention, in order to raise the academic standards of a student and meet the needs of individual students, is essential and should involve a process that is equitable and fair to the individual's needs.

Student achievement and promotion procedures at MacKillop aim to provide a guide to the requirements of student's progression from one year level to the next. It is the basis for the subject selection processes for Years 8–12 and for students wishing to participate in accelerated studies.

## Student promotion from one year level to the next

### **In order for a Year 7–10 student (excluding VCE units) to be promoted to the next year level:**

- ▶ Demonstrate through his/her behaviour and attendance, a commitment to the values of the College. This includes attendance and participation at official College functions.
- ▶ Attend the College on a regular basis which should not be less than 90% of class time. This includes Pastoral and Assembly periods.
- ▶ Complete all standards and tasks in Religious Education satisfactorily.
- ▶ Year 7 students would be expected to satisfactorily meet the required standard in at least 7 subjects per semester.
- ▶ Year 8 students would be expected to satisfactorily meet the required standard in at least 8 subjects per semester.
- ▶ Year 9 Main Campus students would be expected to satisfactorily meet the required standard in at least 6 subjects.
- ▶ Year 9 St Mary's Campus students would be expected to satisfactorily meet the required standard in at least 3 subjects (including integrated).
- ▶ Year 10 students would be expected to satisfactorily meet the required standard in at least 5 subjects per semester.

### **In order for a VCE or VCAL student to be promoted to the next semester, it would be expected that the student:**

- ▶ Demonstrate through his/her behaviour and attendance, a commitment to the values of the College. This includes attendance and participation at official College functions.
- ▶ Complete all work in Religious Education to a satisfactory standard.
- ▶ Receive a Satisfactory (S) overall result in at least 5 VCE or all VCAL units.
- ▶ Attend the College on a regular basis. Students are allowed a maximum of 200 unapproved minutes per unit per semester. Greater than 200 unapproved minutes will result in an attendance less than 95% which will therefore result in a Non-Satisfactory (N) overall result for that unit.

In order for a VCE or VCAL student to be promoted to the next unit, it would be expected that the student receive a Satisfactory (S) overall result in the preceding unit.

**At all times, the process of promotion from one year level to the next would be based upon the individual needs of each student and any particular circumstances that may have affected, or may be affecting the student. The final decision would be at the discretion of the Principal.**

## Absence

**Students should attend all classes. An absence from any class is considered to be an 'unapproved absence' except for the following circumstances:**

- ▶ A note from a parent/guardian and a medical certificate (or a statutory declaration) regarding the illness is provided regarding the absence.
- ▶ The student is required to attend a school organised activity or excursion.
- ▶ The parent/guardian has discussed with the VCE, VCAL or Year Level Coordinator(s) or Team Leader(s) the special circumstances that prevent attendance (e.g. representation at state level sport).
- ▶ A note from School Counsellor or School Psychologist, stating the date and time of absence.

If a student is absent on the day on which an assessment task is scheduled, and the absence has been deemed 'approved', the student will be entitled to sit the assessment task or equivalent difficulty, challenge or scale and the student will receive their grade for that task. If the absence has been deemed an 'unapproved absence' the student will not be permitted to attempt the assessment task that was scheduled and will receive zero and an 'N' for that assessment task. However if a student wishes to complete the task in their own time, the teacher will provide feedback on the task completed by the student.

# Student Achievement and Promotion

## Attendance Requirements

Attendance at each subject must not be less than the specified amount for each year level. This does not include approved absences. Student attendance will be marked every lesson. Students who fail to meet the attendance requirements will receive an 'N' for that unit or subject.

If a student misses a large amount of classes due to absences, the student may be recommended to repeat the subject(s) in order to consolidate their work.

Students who intend to be absent for extended periods of time (5 days or longer) due to family holiday, will be required to attend an interview at the College prior to this Holiday. The interview may consist of the student, parent/guardian, Deputy Principal (Learning and Teaching), Homeroom Teacher and Level Coordinator. Students must ensure that they meet all the required standards by the end of the school year.

## VCE Requirements

Units 1–4 in all VCE studies are conducted under the auspice of the Victorian Curriculum Assessment Authority (VCAA).

Successful completion of the Victorian Certificate of Education (VCE) is dependent on a student's two or three year program and must include a satisfactory completion of 16 units which include:

- ▶ 3 units from the English group
- ▶ 3 sequences of Units 3 and 4 studies other than English, of which 2 can be Victorian Certificate of Education (VCE) or Vocational Education and Training (VET) sequences (xii) MacKillop College (Please refer to the **'MacKillop College Senior Pathways/Administration Handbook'** for further details). Victorian Tertiary Admissions Centre (VTAC) also advises that for the calculation of a student's ATAR (Australian Tertiary Admission Rank); satisfactory completion of both Units 3 and 4 of an English study is required.

## VCAL Requirements

All VCAL studies are conducted under the auspice of the Victorian Curriculum Assessment Authority (VCAA). To be awarded the VCAL, students must successfully complete a learning program, which is designed to comply with the following credit requirements. It must:

- ▶ Be made up of 10 credits
- ▶ Include curriculum components from each of the following four VCAL curriculum strands:
  - (a) Literacy and Numeracy Skills
  - (b) Industry Specific Skills
  - (c) Work Related Skills
  - (d) Personal Development Skills.
- ▶ Include:
  - ▶ a minimum of two VCAL units
  - ▶ in the Literacy and Numeracy Skills strand, curriculum components to the value of one credit for literacy and one credit for numeracy
  - ▶ in each of the remaining three strands, curriculum components to the value of at least one credit in each
- ▶ Include curriculum components to the value of six credits at the level of the VCAL award, of which one must be for literacy and one credit must be for a VCAL Personal Development Skills unit
- ▶ At the VCAL Intermediate and Senior levels, the learning program must include accredited Vocational Education and Training curriculum components to the value of a minimum of one credit in the Industry Specific Skills Strand.

## Implementation

### Pastoral Intervention for 'At Risk' Students

- ▶ Unsatisfactory Notification' forms or 'N' results for individual Learning Tasks: When a student has received a third 'Unsatisfactory Notification' form or three or more 'N' results for Learning Tasks, in one subject or across subjects, the Homeroom Teacher will instigate an interview with parents/guardians, the student and the Level Coordinator/Team Leader.
- ▶ Overall 'N' results for Semester Subjects: If a student receives two or more overall 'N' results in a semester, or two overall 'N's in the same subject over the year, the following process will occur:
  - ▶ The Level Coordinator/Team Leader will call a panel interview.
  - ▶ The panel may include the Homeroom Teacher, Year Level Coordinator, Deputy Principal (Learning and Teaching), Deputy Principal (Student Wellbeing), School Counsellor, relevant teachers, parents/guardians and the student.
  - ▶ The interview will focus on the discussion of the procedures needed to be put into place in order for that student to either:
    - ▶ Obtain a level of achievement to progress to the next year level, or
    - ▶ Strategies needed to assist the student to continue and consolidate their learning and studies at the current year level.

### Advancement to Telescope Class

#### **A student will be considered for participation in the Telescope Class if this student has:**

- ▶ Rated Above/Well Above the standard expected in the majority of learning areas.
- ▶ Given a Stanine of 7, 8 or 9 on the Performance Achievement Tests.
- ▶ Rated above standard on the relevant NAPLAN tests.
- ▶ Demonstrated high 'work ethic' in all study areas and commitment to all learning areas.
- ▶ Recommendation from student's subject teachers and homeroom teacher.

These standards will need to be established in Semester 1 and maintained in Semester 2 of the year prior to beginning the Telescope class.

### Promotion to advance a Year Level

#### **A student will be considered for advancing a year level if this student has:**

- ▶ Rated Well Above the standard expected in all learning areas.
- ▶ Given a Stanine of 8 or 9 on the Performance Achievement Tests.
- ▶ Rated well above standard on the relevant NAPLAN tests.
- ▶ Rated well on the IOWA Acceleration Scale.
- ▶ IQ test result greater than 130.
- ▶ Received 80% or above in an independent normed test at the level the student wishes to enter into.
- ▶ Demonstrated high 'work ethic' in all study areas and commitment to all learning areas
- ▶ Undergone independent behavioural testing to determine they are capable of dealing with the promotion emotionally and socially
- ▶ Recommendation from student's subject teachers and homeroom teacher.

These standards will need to be established in Semester 1 and maintained in Semester 2 of the year prior to advancing the following year level.