

RINGWOOD SECONDARY COLLEGE

WORKING TOGETHER FOR SUCCESS



**VCE/VCAL STUDENT GUIDE TO
RULES, PROCESSES AND PROCEDURES**

2018 -19

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PREFACE

This handbook has been prepared to assist students at Ringwood Secondary College in matters relating to Victorian Certificate of Education (VCE) and Victorian Certificate of Applied Learning (VCAL) studies in 2018-2019. It also contains information about specific rules, processes and procedures that are applied in Senior School.

The Victorian Curriculum and Assessment Authority (VCAA) is responsible for the development, maintenance and implementation of the VCE. The information in this booklet is largely based on the 'VCE/VCAL Administrative Handbook', an official publication of VCAA.

Ringwood Secondary College is a fully accredited school for the conduct of VCE. The College Principal is responsible for ensuring that all the requirements of VCAA are carried out and that students are given a thorough understanding of the program and adequate support to manage their studies.

Students enrolled at Ringwood Secondary College must abide by the administrative guidelines and regulations of the VCE/VCAL.

It is the responsibility of students and their parents to be fully aware of VCAA and RSC rules relating to the VCE/VCAL. Parents and students must contact either the Senior School Co-ordinator or one of the Senior School Community Co-ordinators if they have any questions relating to the rules, processes and procedures contained within this handbook.

Cathy Menz
Senior School Coordinator

SENIOR SCHOOL STAFF AND RESPONSIBILITIES

Senior School Coordinator – Cathy Menz

Senior School House Coordinators – Emma Lim (Freeman), Caitlin May (Frazer), Lucy Moore (Jackmans), Matthew Saunders (Mabo)

VCAL Co-ordinator – Stacey Miriklis

VASS Co-ordinator – Narelle Meek

VET Co-ordinator – Stacey Miriklis

1. THE LANGUAGE OF THE VCE AND VCAL

The language of the VCE and VCAL may sound confusing at first. This glossary of commonly used terms will help you until the language becomes more familiar and less worrying.

School Assessed Coursework (SACs) are used to gauge a student's level of performance in Units 1-4

Year 11 SACs (Units 1 & 2)

The SACs are assessed on a ten-point scale from A+ to E. Teachers will advise students of the tasks for which a grade will be awarded. These SACs are to be done predominantly in class over a short period of time.

Year 12 SACs (Units 3 & 4)

In Units 3 & 4 the level of achievement will be determined by external examination and SACs. SACs will be given a numerical grade. This is a raw score that is subject to moderation by VCAA.

Authentication refers to the process of satisfying the teacher that the work is the work of the student. Students are expected to work under a teacher's supervision throughout the completion of the SACs.

Victorian Curriculum and Assessment Authority (VCAA) oversees the implementation of the **VCE** (Victorian Certificate of Education), **VCAL** (Victorian Certificate of Applied Learning) and **VET** (Vocational Education and Training).

Victorian Tertiary Admissions Centre (VTAC) is the organisation that administers Victoria's tertiary institutions' joint selection system. VTAC's job includes: organising the application procedure; receiving and processing applications and forwarding them to the tertiary institutions; publishing information which students will use in planning their VCE/VCAL and later applying for courses.

GAT – all students undertaking one or more Unit 3 / 4 studies in that year are required to sit the General Achievement Test (GAT). This examination is designed to ensure that schools across the state award levels of performance for SACs in the same

way, that is, according to certain criteria for various grade levels. It is also used as an indicator of the students' level of ability if the student applies for the Derived Examination Score due to unforeseen circumstances that have affected their performance in the external examination. Students should do their best on the GAT.

Prerequisite Studies are studies that have been nominated by individual course authorities as studies that must be satisfactorily completed by all the applicants seeking admission to that course.

'S' or 'N' – to satisfactorily complete a Unit, students will need to demonstrate the key knowledge and skills as set out in the study design for a particular subject. Teachers will assess the students' overall performance on the Outcome Tasks.

Satisfactory Completion (S) means that the student has demonstrated the criteria of the Outcome/s.

Unsatisfactory Completion (N) means that the student has not demonstrated the criteria of the Outcome/s.

Students may also receive an 'N' for a Unit if the attendance requirements have not been met.

Outcomes are derived from the class work and homework within the study. All VCE units have a set of learning activities that students are required to complete. Students must satisfactorily complete the aims and purposes of all Outcome Tasks as described in the Study Design to satisfactorily complete a unit.

Statistical Moderation in Units 3 & 4 is the process used to ensure that assessments from each school are comparable. SAC scores from the College are adjusted to match the level and spread of the examination and GAT scores doing that study.

Sequence – a sequence is a Unit 3 followed by Unit 4. Award of the VCE requires that a student successfully completes three Unit 3 / 4 sequences, as well as a Unit 3 / 4 'English' study sequence (that is either English, English Language or Literature). Units 3 & 4 studies are taught as a sequence or as a year long course.

Unit – each of the VCE studies is divided into 4 units. One unit lasts one semester (half year).

Study Score (Relative Position) is a measure of a student's performance in that study, relative to all other students in that study. The maximum is 50.

The Australian Tertiary Admissions Rank (ATAR) – this is arrived at by VTAC using the student's Study Scores that are then adjusted by the scaling process

2. DATES AND DEADLINES

An important feature of the VCE studies is the adherence to due dates for the completion of class work/homework (Tasks associated with demonstrating knowledge of an outcome) and the SACs.

Students will be given the dates for all SACs by their teachers as early as possible in the semester.

- **Non-attendance at a SAC must be covered by a medical certificate. Failure to complete a SAC on the due date will result in the student receiving '0' for the SAC.**
- Failure to complete all class work and homework (Outcomes) may mean that a student receives 'N' for the Unit.
- Further information is contained in the VCE Procedures & SAC Policy at the end of the handbook.

Please note that information re: important dates, excursions, SACs etc. are communicated via Compass. It is expected that students and parents are regularly checking this.

3. COURSE STRUCTURE AND PROGRAMS OF STUDY

VCE

The **Victorian Certificate of Education (VCE)** is the certificate that the majority of students in Victoria receive on satisfactory completion of their secondary education. The VCE provides diverse pathways to further study or training at university or TAFE and to employment.

At Ringwood Secondary College students complete 6 x Unit 1 and 2 Studies followed by 5 x Unit 3 and 4 studies.

VCAL

The Victorian Certificate of Applied Learning (VCAL) is a 'hands-on' option for students in Years 11 and 12.

Like the VCE, VCAL is a recognised senior secondary qualification. Students who do VCAL are more likely to be interested in going on to training at TAFE, doing an apprenticeship, or getting a job after completing Year 12.

VCAL's flexibility enables students to design a study program that suits their interests and learning needs

There are four strands in VCAL:

- Literacy and Numeracy Skills
- Work Related Skills
- Industry Specific Skills
- Personal Development Skills.

Students must also complete a VET program, and have a work placement.

VCE BACCALAUREATE

The VCE (Baccalaureate) has been developed by the VCAA and was awarded to students for the first time in 2014. It is designed to encourage more students to include languages and higher level mathematics in their senior secondary program of study.

It provides further information about the kind of VCE program a student has undertaken within the flexible nature of VCE. It provides an additional form of recognition for students who undertake the demands of studying both a higher level mathematics and a language in the VCE. It is not additional subject that is selected.

In order to be eligible students must satisfactorily complete their VCE to achieve a study score and their VCE program must include:

- Units 3 and 4 in English or Literature or English Language with a study score of 30 or above; or a Units 3 and 4 sequence in EAL with a study score of 33 or above
- A Units 3 and 4 sequence in either Mathematics Methods (CAS) or Specialist Mathematics;
- A Units 3 and 4 sequence in a VCE Language;
- At least two other Units 3 and 4 sequences.

TERTIARY EXTENSION PROGRAMS

Tertiary Extension Programs allow high achieving Year 12 students to get a taste of university before finishing school – and be rewarded for it. Students may complete a first year university subject as part of their final year school studies, allowing them to extend and enhance their learning in an area of interest.

Students will need to have completed a Year 12 subject in Year 11 to be eligible. Generally speaking these subjects will count as a 5th or 6th study adding 10% of the achieved study score to the ATAR and may lead to preferential consideration into a related Tertiary course.

4. ENROLMENT REQUIREMENTS

Subject Selection

Students will select their subjects for the following year in August. Students will be given a provisional enrolment. This may change due to blocking issues or student numbers. Courses will be confirmed prior to Transition classes.

Admittance into Year 12 Studies as a Year 11 student

Current Year 10 students completing a Unit 1&2 study will be eligible to continue this as a Unit 3/4 study in Year 11 if they have achieved a B or higher on their Unit 1 report. Students who are eligible will have their progress monitored throughout Unit 2 to ensure they are well prepared to continue enhancing their studies.

Student Declaration

All students must sign an agreement to abide by the VCAA regulations. This declaration is incorporated in the Student Personal Details form. **In addition, all students will be expected to give an undertaking that they will abide by the rules and regulations of Ringwood Secondary College.**

Enrolment Dates

Students will not normally be able to change into another study after the first week of the first term. There will be a chance for Year 11 students to change their subjects for Unit 2 mid-year, subject to room in classes.

Withdrawal

Students who wish to withdraw must do so by the dates set by VCAA.

Unless a student withdraws by the appropriate date, the final result will be recorded as a 'Not Satisfactory' result and 'NA' for SACs.

There is no guarantee a student will be allowed to withdraw from a subject.

Documentation will be required.

No student may withdraw from a study without being interviewed by:

1. Careers Practitioner
2. Senior School Coordinator or the appropriate Community Coordinator

5. ATTENDANCE

Attendance is vital at all classes in Year 11 and Year 12 as the class work contributes to the full development of each of the Study Designs.

VCAA Study Designs set an expected 50 hours for students to engage in a study and absence compromises this.

At Ringwood Secondary College it is expected that VCE/VCAL students should be in class 100% of the time, unless there is an absence due to illness or being involved in an approved school activity.

A student's absence MUST NOT add up to more than 10 per cent of the Unit's total classes. This absence count includes those absences that are due to illness, truancy, parent choice or holidays.

Absence due to VET or school approved activities (e.g. sport, production, excursions etc.) will not be included in the absence count.

A student will not be awarded the Unit of Study if 'there has been a substantive breach of school attendance rules' (VCAA, VCE & VCAL Administrative Handbook 2013)

Absences that add up to over 10 per cent of the Unit's total classes may result in the student being given 'N' for the Unit.

It is essential that staff are able to authenticate a student's work as being their own and bear witness to progression of individual skills and knowledge throughout the

Unit. Every class, its interaction and discussion is unique and cannot be considered replaceable. The VCE involves frequent deadlines for work.

Teacher Absence at VCE Classes

All Year 12 students are expected to be at the College for Period 1 until the end of Period 3. If the Period 4 teacher is absent, or a student has a scheduled private study period during Period 4 then Year 12 students may be dismissed after 1:05 pm.

All Year 11 students are expected to be at the College for the entire day. If a teacher is absent, a substitute teacher will take the class.

Year 12 Common

It is compulsory for **all** Year 12 students to attend the Year 12 Common period.

6. RULES FOR OUTCOMES, SCHOOL ASSESSED COURSEWORK (SACs) AND COMPLETION DATES

Failure to complete class work and homework that demonstrates a student is able to meet the criteria of the Outcomes may lead to an ‘N’ for the Unit.

The following is a summary of the most commonly asked questions relating to satisfactorily completing Outcomes and School Assessed Coursework.

Question - What is an Outcome?

Answer - An Outcome comprises of pieces of work that must be satisfactorily completed if a student is to receive an ‘S’ for the study.

Question - What is a SAC?

Answer - Is a summative assessment of a student’s level of achievement on a particular topic or task. These will be graded A+ to E for Year 11 and will contribute to the study score in Year 12.

Question - What will happen if I fall behind with my class work and homework?

Answer - You are at risk of receiving an N for the outcome. You should speak to your teacher and Senior School Coordinator immediately. Please ensure you check Compass regularly for Learning Tasks and Notice of potential N due to unsatisfactory work or low attendance.

Question - Help! I have received an ‘N’ for an Outcome, what should I do?

Answer - The ‘Notification of an ‘N’ Compass post will have a date by which you must submit the work. You only have **one chance** to redeem, that is to change the ‘N’ to an ‘S’.

Question - What if I still receive an ‘N’ after having been granted the chance to redeem?

Answer - You will end up with an ‘N’ for the Unit. You must therefore make sure you follow your teacher’s directions very carefully. You may need to seek assistance from your teacher beyond normal class time. Be

mindful that teachers will expect that all class time is used productively.

Question - What do I do if I am away on the day a SAC is due or is set for completion in class?

Answer - See VCE Procedures document (at the end of the handbook)

Question - Do I have to meet the due dates for SACs and Outcome work if I have been having problems with my computer?

Answer - Computer problems cannot be used as an excuse for failure to complete/submit work. You should make progressive hard copies of the work and backup files. You should also make use of pen and paper.

7. GUIDELINES AND RULES FOR STUDENTS

Students may encounter problems with authentication, especially with those tasks that are not completed during class time.

A breach of these rules will mean a student may receive an ‘N’ for the unit and an ‘NA’ for School Assessed Coursework.

Plagiarism

The dictionary says – “to take and use another’s work as one’s own; the act of copying another’s work and pretending it is one’s own.”

1. Copying word for word

From any printed medium, such as a website, book, magazine, newspaper, journal, another student’s work, without acknowledging it through the use of footnotes or referencing.

2. Changing the words around

Even though you are not copying word for word, it can still be plagiarism if you use somebody else’s general idea, concept or fact without acknowledging it. This form of plagiarism is subtler, but nevertheless just as serious.

3. Getting somebody to help you without acknowledging it. For example, another student or a tutor.

A tutor can

- point out problems or suggest areas that need improvement such as: expression, sequencing of ideas, grammar, vocabulary, clarification of meaning, elaboration of detail, use of terminology, a suggestion to explore your response in relation to the assessment criteria/outcome purpose

A tutor can not

- reword or actually rewrite sections
- provide interpretation of data or concepts not already brought up in your School Assessed Task or class work (Outcome work)
- dictate words, sentences or paragraphs to you

Unauthorised materials and electronic devices

- It is the student's responsibility to communicate with their teacher and to be aware of which materials may and may not be accessed during a SAC or scheduled assessment item.
- See SAC Policy for further detail (located at the end of the handbook)

8. EXAMINATIONS AND THE GAT

- Internal RSC examinations will be held in June and November for all Unit 1 and Unit 2 studies.
- External VCAA examinations for Unit 3 & 4 examinations will be held in November.
- Unit 3 and 4 studies with a performance or oral component will be assessed at other times during the year.
- Unit 3 and 4 students will receive an individual Examination Timetable later in the year, which will inform you of your examination/GAT dates and venues.
- **All Unit 3 / 4 students will be required to complete an externally set test of generalised achievement called the General Achievement Test (GAT) in June.**
- The GAT covers Arts, Science, Maths and Technology. The subject matter is of a general nature. Students are not required to study for the GAT. However, a preparatory assembly will be run by Senior School because of the importance of the GAT to inform students of how it can influence the students' final results.

Students must abide by RSC and VCAA rules for the conduct of the examinations. These rules are contained in the VCAA examination booklet which is disseminated to all Unit 3 /4 students. RSC examination rules are disseminated to the students at Year Level Assemblies.

At Ringwood Secondary College, students are not permitted to leave the examination before the exam's published finishing time.

Informing Students About Their Unit 3 / 4 VCAA Results

The ATAR score, Examination and GAT results will be issued to students in December.

The Australian Tertiary Admissions Ranking (ATAR)

VCE students will use an ATAR as a basis for entry to Victorian universities and TAFE colleges. The ATAR will place students on a percentile ranking with 99.95 being the highest rank. This one rank will be used by all courses that choose to select applicants on the basis of VCE results.

What are the minimum entrance requirements for university and TAFE?

The minimum entrance requirement is that you need to satisfactorily complete the Outcomes in an English study and have 3 other Unit 3 / 4 sequences satisfactorily completed.

How is the ATAR calculated?

The ATAR will take into account an applicant's Study Score in an English study and the applicant's best three other study scores, and 10% of the applicant's next two best study scores. As usual, a comparison process will take place. That is, studies are made comparable with other studies. This process will adjust all VCE results. In all, up to six global scores may be used, and the comparison process adjusts all the global scores used. VET scores can also be included in the calculation of the ATAR.

Will all courses use my ATAR?

Some courses will use the ATAR only to select the majority of applicants. Others will use it in connection with other selection criteria. For example, for Art and Design courses, authorities may consider the folio and interview to be the main selection criteria. These selection criteria are published in the VTAC Guide for each year of selection.

9. SPECIAL PROVISION AND SPECIAL ENTRY ACCESS SCHEMES (SEAS)

The following is a broad and general summary of VCAA rules and the procedures that will be followed at RSC in determining Special Provision and SEAS.

What is Special Provision?

Special Provision provides all students with the maximum opportunity to participate in and complete their secondary studies. Implicit in the provisions is that students who are enrolled in VCE studies do so with the reasonable expectation of being able to achieve the Outcomes of the Study Design, and to demonstrate their achievement fairly in both the school based assessment and the external examinations.

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 of a study.

Types of Special Provision

- Student Programs – the purpose here is to help students in defined circumstances to complete the VCE in a reasonable time frame.
- School-based assessment – schools may apply special arrangements for school-based assessments and vary the school assessment program to accommodate student circumstance.
- Special Examination Arrangements – schools may apply to VCAA for Special Examination Arrangements for individual students
- Derived examination Score – the DES is calculated by the VCAA to ensure that a student's final examination result reflects as accurately as possible the level of achievement that would be expected for that student to achieve.

- SEAS – students apply for SEAS through VTAC if they want tertiary institutions to take into account that they completed their assessments under difficult circumstances.

Who is eligible to apply for Special Provision?

A student is eligible for Special Provision if he or she is considered to have been:

- Affected to a significant degree by illness, by factors relating to personal environment or by other serious cause during the period in which SACs have been undertaken or at any other time during the semester.

OR

- Prevented by illness, by any factors relating to personal environment or by other serious cause from submitting a SAC or Outcome work

OR

- Disadvantaged by any physical disability or other impairment

A student is eligible for a DES if immediately before or during an external examination period, he or she can demonstrate that the onset of an illness or the experience of an accident or personal trauma, has affected performance in the examination or ability to attend the examination.

Absence from school or study for prolonged periods is not in itself grounds for Special Provision.

Teacher absence and other teacher related difficulties are not acceptable grounds for Special Provision.

A student who misreads an examination timetable or examination paper will not be eligible to apply on these grounds for Special Provision.

IF YOU ARE GRANTED SPECIAL PROVISION, WHAT DOES IT MEAN?

- **For Examinations**

Special Provision does not allow you to miss an exam. Special arrangements can be made such as being given more time to complete the exam, a rest break or if you are unable to write, the use of a scribe or laptop.

- **Estimated Grades for SACs**

The class teacher may be permitted by VCAA to estimate the grade you might have received if you weren't suffering hardship. This estimated grade is confidential and will be passed on only to tertiary institutions to which you have applied.

What do you do if you think you are eligible for Special Provision?

It is the student's responsibility to make the application directly to the Senior School Coordinator.

There are a number of detailed forms that must be completed. You will need to provide substantiated evidence to support your case, for example, a medical practitioner's report.

Who decides whether you receive Special Provision?

If you are undertaking a Unit 1 or Unit 2 Study, the Head of Senior School and House Coordinator after consultation with your teacher(s) and assessment of your evidence, will make the determination. It may be necessary in some cases, for the purpose of clarification, for an interview to take place.

The decision that is made will be based upon what is likely to be awarded by the VCAA when considering Unit 3 / 4 applications.

If you are undertaking a Unit 3 / 4 Study, the VCAA considers your application.

What happens if the College does not grant you Special Provision?

There is no provision for appeal to the VCAA if you have applied for Unit 1 or Unit 2. You may request a review of the College decision. This could involve reconsideration of the evidence and a request for further clarification/elaboration or the introduction of previously unrepresented evidence.

There is provision for appeal to the VCAA if you are undertaking a Unit 3 or Unit 4 Study and your application was not successful.

10. VCE PROCEDURES

2018 Senior School Student Expectations

STUDY CENTRE- a quiet working area

- **The Study CENTRE is a study area during study periods.** Students may work individually or in small groups but respect of others and quiet in this working area is essential at **ALL** times.
- No food or drink is permitted in the Study Centre during study periods (water excepted).
- No sport equipment may be used in the Study Centre.
- Students may relax in the Study Centre at recess and lunchtimes, however, if it is left messy and untidy, access will be removed. During Tuesday and Thursday Lunch, the study centre will be open for the first 10 minutes, and then will be closed, to encourage students to
- Do not re-arrange the furniture.
- If the Kitchen is left dirty or untidy, access will be removed. It is a collective effort to keep them clean.
- Students **may not** access the kitchen during class time if there is a class in room 109.
- The RT is to be used as a quiet study space during study periods, as long as there are not classes/assemblies in the presentation area. It is **NOT** to be used during recess or lunch. No food allowed at any times.

ATTENDANCE

- We expect 100% attendance at school.
- At year 11 and 12, class attendance is linked with Satisfactory or Non-satisfactory completion.
- Students must ensure their VCE % attendance for each subject for each unit is 90%+.
- If your attendance falls below this, it is your responsibility to speak to your Coordinator.
- Students must be on school grounds by 8:40am in preparation for Period 1 at 8:50am, or by 8:10am if they have a period 0.
- Students must be on school grounds from 8:40am until the start of lunchtime regardless of any study periods.
- Students who have a study period for period 4 may leave the school at the start of lunchtime; however, once they have left they are not to return that day.
- Students who have a study period in Period 1 must be on school grounds at 8:40am and should use the library, study centre or the hub during this period to study.
- Absence from school must be recorded on Compass by parent/guardian, or by calling the attendance officer at school.
- **If students are to leave prior to classes finishing, they must ensure they sign out at the General Office and it is noted on Compass.**

- **If students are absent for the day, and they have a SAC or a SAT due, they must provide a medical certificate.**
- **Failure to provide a medical certificate will result in:**
 - **A 0 for the SAC**
 - **No extension for the SAT**

STUDY SKILLS PROGRAM

- Study Skills Days are organised for Year 11 & 12; these are compulsory. Payment for these programs must be prompt

SCHOOL ASSESSED COURSEWORK (SACS) OR SCHOOL ASSESSED TASKS

- Assessment will take place within the classroom. ATTENDANCE is essential. If absence is unavoidable students must fill in the alternative SAC arrangements form (available from Senior School).
- Legitimate and unavoidable school approved absences (sport, music, production, excursions etc.) may, on approval, be considered reasons for teachers and/or Coordinators to allow a student to sit the SAC during SAC Catch Up.
- These school-approved absences are known in advance, and you must advise your teacher a week in advance, so an appropriate catch up time can be organised.
- **Students who consistently miss SACs will have communication with the Coordinators and contact home will be made.**

WELFARE

- If unwell, students should notify a VCE Coordinator who will direct you to Sickbay to arrange early dismissal. For other welfare issues seek out your Coordinator or a member of the Wellbeing Team.

SUPPORTING EACH OTHER

- Be active in supporting one another - by being good listeners and accepting others' differences. You need to tell a teacher or coordinator if you think another student is not coping. You are likely to know if a friend/classmate is not coping before we do.

CARS

- Some students will acquire a car and licence in 2018.
- **PARKING:** is available in Hill St and surrounding areas. Please note parking restrictions, it is NOT acceptable for students to have to move cars during the day.
- **NO DRIVER STUDENT MAY TAKE OUT ANOTHER STUDENT IN THEIR CAR DURING SCHOOL HOURS.**

- Students must fill out a Student Permission to Drive form (available on Compass Newsfeed) when they gain their licence, and submit this to Senior School. Students may only drive other students when written permission from parents has been provided.
- Students must inform the VCE Coordinators of their licence plate numbers via the Student Permission to Drive Form.

BEHAVIOUR/DISCIPLINE

- **The School Policies are available on the School Website.** All students are expected to follow these, including the following expectations:
- Behave with courtesy and respect for others
- Do your best in your academic studies.
- Wear the uniform correctly
- Don't use phones/other electronic devices in class unless expressly given permission by the teacher.
- Be punctual to classes/bounce/assemblies. Organise books and materials for two periods in the morning.
- Use the school facilities sensibly and act responsibly.
- If students fail to meet our expectations then those students will be counselled, cautioned, parents will be contacted and appropriate sanctions applied.

DETENTIONS

- Students will receive consequences, including detentions, for breaches of school policies, e.g. uniform, attendance etc.
- If poor behaviour/choices continue, students are subject to suspensions and contact home will be made.
- Students who have been issued a detention are to report to the Senior School Office at the designated time.

UNIFORM

- All year 11 and 12 students are to wear the school uniform proudly. Students must wear **black leather polishable shoes**. Full Summer uniform must be worn in Term 1 & 4; Full Winter uniform must be worn in Term 2 & 3. There should be no mixing of summer and winter uniform.
- There should be no excessive jewellery or facial jewellery/piercings (including no clear piercings, the exception being a clear plastic small piercing in the nose is allowable). No taping over piercings is allowed. Refer to details in the uniform policy on the school website.
- Hooded jackets are not to be worn. Any non-uniform jumpers/jackets will be confiscated for 2 weeks. Uniform passes **won't** be given for non-uniform jumpers/jackets. If students are cold, there are some VCE jumpers that may be borrowed for the day from the Senior School Office.
- If students are out of uniform for any reason, they must bring a note, and gain a uniform pass from the Senior School Office prior to the start of period 1 (before 8:40am).

REMAIN POSITIVE AND FOCUSED: VCE is demanding. To do well in Year 11 and 12 you need to:

1. Set aside a quiet place to study at home
2. Use your class time and study periods productively and stay focused
3. Aim for 100% attendance
4. Work consistently; aim high; do your best
5. Complete ALL homework tasks
6. Attempt ALL practice SACs
7. Attend and complete ALL scheduled SACs
8. Prepare for external examinations
9. Engage in regular revision
10. Participate in extra classes and practice examinations
11. Ask for help when you need it
12. Keep in mind your reasons for attempting VCE- **learning new skills and knowledge and preparing for entry to further education and training**

Good Luck for 2018

Senior School SAC Policy 2018

- No phones/electronic devices (including smartwatches) on their person – they must be left outside the room or handed to the teacher before the SAC
- Students to sit end to end or one seat apart.
- Nothing written on any part of a student's body
- No looking at others work
- No bringing in notes or unauthorised materials
- No communication once inside the SAC room (communication includes speaking, gestures, facial expressions etc.)
- Water Bottles may be used during SACs, however no other food/drink is permitted.
- Pencil cases that are not clear should be placed on the floor and not accessed throughout the SAC.

If students are in breach of any of these they will receive a 0 for the SAC, regardless of whether they are deemed to have gained an advantage.

Ringwood Secondary College SAT Submission Policy

Subjects that require a School Assessed Task (SAT) include:

- Media
- Studio Arts
- Visual Communication Design
- Product Design & Technology (Textiles & Wood)

These subjects require timely submission of SAT's

If you are absent on the day a SAT is due, you **must** contact your house coordinator on the day who will discuss applicable procedure.

- Obtain medical certificate and provide to senior school for approval
- Once medical certificate is approved, collect and complete a SAT form from the senior school office
- Present SAT form and discuss arrangements with classroom teacher
- Classroom teacher to negotiate new due date with student to submit SAT
- If the above procedure is not followed correctly an NA score will be awarded
- NA is used when a student submits work for assessment after the due date. Student will not receive a numerical score but can still obtain an S to pass the Unit.
- Zero is used when the work is submitted for assessment on the due date but it does not score against any of the assessment criteria. Students may need to resubmit their SAT to gain an S.
- If a student is faced with an ongoing or long-term medical concern, they need to discuss their situation with their coordinator and their subject teacher prior to the due date and submit medical documentation in support.
- If a student is absent due to an approved school activity, on the day a SAT is due they are expected to submit their work beforehand, or arrange a proxy to submit the work on their behalf.

Please NOTE:

- Classroom teacher to release raw numerical scores within approximately three weeks of due date
- Initial school assessment may change as a result of the statistical moderation process

VCE Procedures 2018 - Students

SACs

- All SAC dates, conditions and approved materials will be communicated to you at least 1 week prior to the SAC.

SAC Conditions:

1. SACs will be completed under exam conditions.
2. Students will sit separately, and there will be no talking or communicating in any way. Communication includes talking and eye contact, gestures etc.
3. Ensure any books/folders/laptops etc. are on the floor and closed.
4. If you have a mobile phone or electronic device on you, it must be switched off and left with the teacher for the duration of the SAC.

Use of Unauthorised materials in SACs

If you have unauthorised material on you during the SAC, are found to have looked at/used a phone or electronic device or communicated with anyone in any way, you will receive 0 for that SAC, regardless of whether you are deemed to have gained an advantage.

SAC Catch Ups

1. If you miss a SAC due to illness, you must let your teacher know, collect a SAC reschedule form from Senior School and submit this with your medical certificate. Then re-sit the SAC in the designated Monday afternoon catch up session (usually the next Monday after the SAC).
2. If you miss a SAC due to a school approved activity (e.g. excursion, sport), you must inform your teacher, collect a SAC reschedule form from Senior School and submit this. Then re-sit the SAC in the designated Monday afternoon catch up session (usually the next Monday after the SAC). These planned absences should be communicated to your teacher at least a week in advance, as sometimes you may need to sit the SAC prior to the rest of the class.
3. If you are unable to attend the Monday catch up due to illness you must present a medical certificate and update your SAC reschedule form, then reschedule the SAC with your classroom teacher.
4. If you miss your designated Monday catch up session due to a school approved activity (excursion, sport, music etc.) you must inform your teacher, update your SAC reschedule form and reschedule the SAC with your classroom teacher.
5. If you miss your designated Monday catch up session due to a reason other than illness or school approved activity, you will receive a 0 for that assessment.

Health Concerns During SACs

If you present for a SAC but feel that you are unable to complete this due to health concerns, you must let your classroom teacher know, and the following will occur

- You will be sent to the Senior School Office, and they will provide support or speak to Sick Bay/Welfare/Home.
- You will be given a form requires that you and a third party (wellbeing, doctor, psychologist etc.) to complete, and submit to Senior School within 48 hours.
- Your SAC may be rescheduled.

S vs. N for a Unit

- **You must submit all prescribed work requirements to a satisfactory standard in order to receive an S.**
- You must attend 90% of classes (use VCE column on Compass attendance) to pass the unit. Note that attendance is per unit, please ensure you change the dates to filter once Unit 2/4 starts.
- Students can **receive an N** for a unit based on attendance. School approved activities do not impact on the 90% attendance, however, illness or other absences (including parent approval) do.
- SACs are a type of summative assessment, and should not be the indicator of S or N. This mark will be submitted to VCAA and form part of your end of year study score.

Compass

1. Work Requirements and SACs will be on Compass under Learning Tasks, with clear due dates. Make sure you check this regularly, you are responsible for your work.
2. If you have not submitted work by a due date, Learning Tasks will be updated to reflect this. It is your responsibility to negotiate a new due date with your teacher and coordinators.
3. If you do not submit required work by this due date, or it's not at the required level, then you will receive an N.
4. Most large group or year level communication is through Compass and Email. It is your responsibility to check both regularly (daily), and ensure your mailbox is not full, so you don't miss out on information or events.

Remember – if you have any questions/problems/concerns or just need some help, please come and speak to your Senior School Community Coordinator. There is plenty of support available if you ask.

11. VCE SUBJECTS OFFERED

VCE Subjects offered include:

English	Visual Communication & Design
English Language	Studio Art
Literature	Media
EAL	Product Design & Technology – Textiles
History: Revolutions	Product Design & Technology – Wood
Classical Studies	Food Studies
Geography	Psychology
Business Management	Biology
Legal Studies	Chemistry
Economics	Physics
Accounting	Environmental Science
Physical Education	Information Technology
Health & Human Development	Drama
General Maths	Dance
Further Maths	French
Maths Methods	Philosophy
Specialist Maths	Music Performance
Indonesian	

There are opportunities for students to study other subjects via Victorian School of Languages or Distance Education. Students must apply through Senior School.



Ringwood Secondary College

Dear Parent/Guardian

A number of our senior school students are driving or intend to drive to school this year and some have indicated that they intend to carry another student as a passenger.

Despite the fact that most young drivers try to be careful, safety conscious and considerate when driving, research clearly shows that they are at a higher risk of having a serious crash than older, more experienced drivers. The presence of young passengers also greatly increases the risk for teenage drivers and, the more passengers, the greater the risk.

It is important that all students and their parents/guardians are aware of these risks and the type of behaviour that the school expects from student drivers.

Copies of the Student Driver Policy and the Parent Permission and Student Agreement Form accompany this letter. The policy outlines the school's expectations and provides information regarding the transport of passengers. Of particular note is that student drivers are not permitted to carry other students as passengers to and from school without the written permission of their parent/guardian and the passenger's parent/guardian.

Unless there are exceptional circumstances no more than one passenger is permitted to travel with the driver. This is based on research that shows that young drivers carrying several passengers are more likely to engage in risk taking behaviour. Permission is only provided for students to drive to and from school.

Student drivers must park in the area beyond Ringwood Trade Training Facility (RTTF) in Hill Street and not use designated staff car parking areas. To ensure that all involved are aware of these requirements, student drivers and a parent/guardian and, where appropriate, a parent/guardian of any passengers, are required to sign a Parent Permission and Student Agreement Form.

The form must be signed and returned prior to students using the designated parking area. These requirements are intended to ensure the welfare and safety of students and maintain a positive image of the school within the local community. Students who drive have a significant road safety responsibility for themselves and others.

The Department of Education and Early Childhood Development Policy and Advisory Guide states:

“Under no circumstances should students transport other students in private vehicles for any school organized activity or function whether held during or outside school times.”

We look forward to your support on this whole school community road safety matter.

Michael Phillips

Principal



Ringwood Secondary College Student Driver Policy

Version No: 2 Date: December 2012

Committee: Policy and Education

Rationale:

Ringwood Secondary College recognises that it is common practice for students of legal driving age to drive to and from school. Most young drivers are careful, safety conscious and considerate when driving; however, they are one of the most vulnerable road user groups because of their inexperience, relatively underdeveloped driving skills and a distinct pattern of behaviour relating to youth culture and lifestyle.

Research shows that travelling with teenage passengers constitutes an increased risk for young drivers. In this context, we have a responsibility to look at all possible ways of improving the safety and wellbeing of young people.

Aims:

- To set the expectation for students driving to and from school.
- To inform students, parents/guardians of the requirements of students who drive to and from school,
- including the contracts or agreements required to be signed and returned to the College.
- To enhance the welfare and safety of students and maintain the College's positive public image.

Policy Statement (Taken from The Student Driver Policy Statement Guidelines from 2004)

Any student of legal driving age with a Driver's Licence who intends to drive to school, either on a regular basis or occasionally, must comply with the college policy and is required to complete the Parent Permission and Student Agreement Form. Please note that the Department of Education and Early Childhood Development does not permit students, once at school, to transport other students in their cars. Advice from the DEECD Policy and Advisory Guide states:

“Under no circumstances should students transport other students in private vehicles for any school organised activity or function whether held during or outside school times.”

School Requirements

1. Students are required to adhere to all road rules and drive in a safe and responsible manner.
2. Students are only to use their car for travelling to and from school.
3. Car make and registration details must be recorded with the school.
4. Students may only park in the designated student parking area - Hill Street, north of the Ringwood Trade Training Facility (RTTF).
5. Students are not permitted to carry other passengers to and from school without the written permission of their parent/guardian and the passenger's parent/guardian.
6. The college has a policy that, unless there are exceptional circumstances, no more than one passenger should travel with the driver.
7. Students are required to notify the school of any passenger who may be travelling with them to and from school.
8. Student drivers, a parent/guardian and, if relevant, the parent/guardian of any passenger, must sign the Parent Permission and Student Agreement Form.

Students who fail to meet these obligations will be required to discuss the matter with the Assistant Principal/Head of Senior School and face appropriate sanctions, which may include suspension.

Any unsafe driving behaviour or breaches of road rules will be reported to the police.

Implementation Guidelines:

- The implementation of the Student Driver Policy is the responsibility of the VCE Coordinators.
- Information regarding the Student Driver Policy will be included in the VCE Handbook which is available on the college website. This includes:
 - The Student Driver Policy
 - A letter of explanation to the parent/guardian.
 - Requirements for students driving to Ringwood Secondary College
 - Parent Permission and Student Agreement Form.
 - The Parent Permission and Student Agreement Form must be completed and signed by student drivers and parents/guardians and returned to the Senior Co-ordinators prior to driving to the College.

Students should also note the following restrictions on drivers generally at:

<http://www.vicroads.vic.gov.au/Home/Licences/GetYourPs/RestrictionsOnPs/Peerpassengerrestriction.htm>

NOTE: A probationary (P1) driver is not allowed to carry more than one peer passenger when driving. The penalties for committing this offence will be three demerit points and a fine equal to three penalty units. A peer passenger is any person aged between 16 years of age and less than 22 years. This means that you cannot carry more than one passenger within this age group. A peer passenger does not include the driver's spouse, domestic partner, sibling or step-sibling.



Students Driving Cars to School

Parent Permission and Student Agreement Form

This form must be completed by any student who intends to drive to school either occasionally or regularly.

Student Name: <i>(Please print)</i>	
Car Make:	
Colour:	Registration Number:
Note: If the student intends to drive any car other than the one registered on this form, it must also be registered with the school Details (as for car above)	

Parent Permission

I give permission for *(full name of student)* to:
drive to and from school
take the passenger indicated on this form *(leave form below blank if not applicable)*
I am aware of the college requirements regarding students driving to school.

.....
..... Signature of Parent/Guardian: Date:

Parent/Guardian Name: *(Please print)*

Permission of Parent/Guardian of Passenger

I give permission for
(full name of student)

to be driven to and from school by
(full name of student driver)

I am aware of the college requirements regarding students driving to and from the college.

Signature of Parent/Guardian: Date:

Parent/Guardian Name: *(Please print)*

Student

I agree to adhere to the school requirements regarding students driving a car to and from school.

Signature of Student: Date:

Student Name: *(please print)*