

**YEAR 10**  
**Handbook**  
Policies & Procedures

2022

**Our Commitment:**

Ballarat High School is a learning community. We believe in all learners. Our learning framework promotes growth, innovation and creativity. Our values ensure we are developing positive relationships. At Ballarat High School learning is personal.

*Kindness*



CONTENTS	PAGE
INTRODUCTION .....	2
2022 TERM DATES .....	2
SCHOOL INFORMATION .....	3
COMPASS .....	3
STUDENT WELLBEING .....	4
UPSTANDER/KINDNESS MOVEMENT .....	4
COMMUNICATIONS .....	4
PREPARING FOR LEARNING .....	4
WORK EXPERIENCE .....	4
ATTENDANCE .....	5
UNIFORM .....	6
MOBILE PHONES .....	6
HOMEWORK .....	7
ASSESSMENT .....	7
REPORTING .....	8
SPECIAL PROVISION .....	9
CAT AND EXAM BREACHES .....	9
ABSENCE FROM A CAT .....	9
REDEMPTION PROCESS .....	10
AUTHENTICATION .....	10
CHANGE OF SUBJECTS .....	11
CLUSTER VET .....	11
YEAR 10 STUDENTS DOING A VCE SUBJECT .....	11

## INTRODUCTION

The Ballarat High School Year 10 Student Handbook has been developed to inform and support students and their families. Students and parents are asked to read and familiarise themselves with the contents of this handbook. The Handbook and other essential information and forms are located on the school website and the student hub. If you have any questions, please contact us.

At Ballarat High School, (BHS), Year 10 is the beginning of students' senior journey. It is an extremely important year as it gives each student the ability to select subjects that are of interest to them and decide on Year 11 and 12 pathways.

Year 10 is an opportunity for students to consolidate and build on skills and knowledge essential for a successful VCE or VCAL.

Students who have success in Year 10 are:

- o Hard working in all areas of school life
- o Attend well over 95% of the time
- o Ask for help and respond positively to feedback
- o Create strong and respectful relations with others

Important information can be accessed via the school website which includes:

- o Career Tools - is the new Ballarat High School Careers and Pathways program. There are a wide range of resources and links for parents and students to explore options for school, further education and employment.
- o HIGHFACTS- Information on subjects and pathways
- o VCE & VCAL Handbook- policies, procedures and requirements if a Year 10 student is completing a VCE subject.

## TERM DATES 2022

Term 1	<b>Monday 31 January – Friday 8 April</b> <ul style="list-style-type: none"><li>o Monday 14 March – Labour Day</li></ul>
Term 2	<b>Tuesday 26 April – Friday 24 June</b> <ul style="list-style-type: none"><li>o Monday, May 2-6 - Year 10 Work Experience</li><li>o Monday, 13 June - Queen's Birthday</li></ul>
Term 3	<b>Monday 11 July – Friday 16 September</b> <ul style="list-style-type: none"><li>o Thursday 21 July - Course Counselling Information Night</li></ul>
Term 4	<b>Monday 3 October – Tuesday 20 December</b> <ul style="list-style-type: none"><li>o Monday, November 14 - 25 - Year 12 orientation</li><li>o Wednesday, October 26 - VCAA Written Exams begin</li><li>o Thursday, November 24-25 – Year 11 orientation</li></ul>

## SCHOOL INFORMATION

The partnership between school and home is essential in supporting students throughout their educational journey. Throughout the year there will be many opportunities to become involved. The school aims to have ongoing contact with home and we do this primarily through Compass.

### Principal

Oversees all school matters

**Mr. Gary Palmer**



### Assistant Principal 9-10

Oversees all school matters in Years 9 & 10

**Mr. Tim Davey**



### Team Leaders

The Team Leader should be the **first contact** for most matters relating to courses, student wellbeing, attendance and conduct. Team Leaders will also move up each year with the students to create meaningful and productive relationships. Team Leaders first and foremost priority is to support all students to have a positive approach to all areas of schooling life.

2022 Year 10 Team Leaders are:



**Ms. Muir**



**Ms. Douglass**



**Mr. Towell**

### Managed Individual Pathways (MIPs)

- Andrew Wallace & Ally Dovaston  
Advise on VET, careers and post-school options  
<https://www.ballarathsmips.com/>



### VCE Leader

Advise on matters concerning VCE and Year 10 exams

**Ms. Jenni Nicholls**



### Learning Mentors

Learning Mentors are an important support for students and assist them with their learning.

### Classroom Teachers

Classroom teachers can be contacted directly about student progress.

**To speak with any of these staff, contact the General Office on (03) 5338 9000.**

## COMPASS

You can also contact staff via the Compass system. Compass is the student learning and management system used at the school. Request access [here](#)

Parents need to ensure:

1. Log in capabilities
2. Email details are current
3. Log in once a week to view assessment information
4. Speak to the appropriate school contact if there are any concerns.

## STUDENT WELLBEING

Student wellbeing is as important as student learning at Ballarat High School. We seek to foster happy, healthy and resilient students by explicitly teaching social and emotional skills and providing programs such as Respectful Relationships.

Our Student Wellbeing Team, led by Shirlene Laurie, provide support, advice and counselling on a range of issues. Students can drop in to self refer or be referred by their Team Leader. Our therapy dog, Kai, is a much loved figure around the school.



## UPSTANDER/KINDNESS

We use the STYMIE platform to encourage our students to be upstanders rather than bystanders. Students can anonymously make a report to ask for help, report an incident or convey a concern about another student's well being. We actively promote kindness in addition to our school values of Pride, Respect and Responsibility.

## COMMUNICATIONS

Teachers will often communicate with students via their school email, Compass or by putting a notice on the Year 10 Google Classroom. It is the responsibility of the student to check their emails and their year level Google Classroom.

## PREPARING FOR LEARNING

The required materials, (including a diary) are on the booklist and it is **essential** that students take them to every class. Students are required to bring their BYOD when required by a classroom teacher. All devices must be charged prior to class. For ongoing internet access \$30 must be paid at the General Office by the end of February.

## WORK EXPERIENCE

The Ballarat High School work experience program is a valuable opportunity for students to explore career options, develop employability skills and increase their self-understanding, maturity, independence and self-confidence. All Year 10 students are expected to participate in work experience as it is a **compulsory** part of the Year 10 school learning program.

Work experience is about observation and increased understanding of workplace skills and students are placed with employers primarily to observe and learn – not to undertake activities which require extensive training or expertise.

Ballarat High School works with all other schools in the region to avoid crossover and employer confusion by allocating one week per year for work experience, which for 2022 is May 2-6. We strongly encourage students to have their work experience placement finalised by the end of term 1 (Friday April 8). Students may also choose to complete further work experience in either the term 2 or 3 school holidays.

MIPS staff will work with students during term 1 to assist with ideas for work experience, supporting OH&S readiness and completion of all legal documentation. While we can provide suggestions, the onus rests with the student to contact the employer to seek a placement. In this regard utilising family, sport or community networks can be the most productive way of securing a work experience placement.

## ATTENDANCE

Students need to be in class in order to learn. As learning is sequential, it is imperative that students attend all classes. Teachers need to be able to authenticate student work.

### YEAR 10 ATTENDANCE POLICY

At Ballarat High School students should aspire to 95% attendance in their classes. A student is required to maintain their attendance above 90% in each class to achieve a satisfactory result (S). This means that a student should not have 8 or more unapproved absences per subject per semester.

Approved absences are:

- An illness explained by a medical certificate. Please note that calling the school or marking the absence on Compass, without providing a medical certificate, does not constitute an approved absence.
- An official school excursion or sporting event (*Students must complete an Absence Learning Form for absences due to school activities.*)
- Exceptional personal circumstances e.g. a funeral. Approval is given at the discretion of the Team Leader.

Family holidays are NOT approved absences unless the school is notified one month in advance. Team Leaders will set up a Student Absence Learning Plan for the student to minimise the impact on learning. However, it is highly recommended that holidays are taken during the term breaks.

If a student has an approved absence that is supported by a medical certificate, this certificate needs to be submitted to the General Office within 3 days after the absence. This approved absence will then be taken into consideration when calculating student attendance statistics (on Compass, VCE compliant). Please note that Statutory Declarations are not accepted.

Parents/Guardians and students will receive an Attendance Alert via Compass from a Team Leader when a student's attendance has dropped to 95% or below. An Attendance Strategy Meeting may be required. The purpose of this meeting is to support the student at home and at school to overcome attendance issues.

If a student has 8 or more unapproved absences they will not have met the attendance requirements for the subject and will receive a non-satisfactory result (N). Parents/Guardians and students will be notified by a Team Leader via Compass.



## UNIFORM - STUDENT DRESS CODE

Ballarat High School has a very clear uniform policy which is available on the school website. Team Leaders enforce the infringement process if a student does not follow the dress code.

BALLARAT HIGH SCHOOL UNIFORM INFRINGEMENT PROCESS	
<b>FIRST INFRINGEMENT</b> <ul style="list-style-type: none"> <li>Student is reminded of the Student Dress Code and uniform respectfully made compliant, (when practicable)</li> <li>Parents informed via a <i>Uniform Level 1 letter</i> by a Team Leader or Principal class</li> </ul>	<p><b>The appropriate communication via a note or diary entry from a parent or guardian will ensure that the student does not receive an infringement.</b></p> <p>The note should explain:</p> <ul style="list-style-type: none"> <li>The reason for the uniform issue</li> <li>When it will be fixed (no longer than 3 working days). If there is financial hardship the school can assist</li> <li>Anything else deemed important</li> </ul> <p>The note is not for infringements like facial piercings or hair colouring but for shoes, jackets and other like clothing. The student needs to show their communication to their Team Leader at the beginning of the day, who will sign it or give the student an "out of uniform authorization note".</p>
<b>SECOND INFRINGEMENT</b> <ul style="list-style-type: none"> <li>Monday lunchtime detention</li> <li>Parents informed via a <i>Uniform Level 2 letter</i> by a Team Leader or Principal class</li> </ul>	
<b>THIRD INFRINGEMENT</b> <ul style="list-style-type: none"> <li>Wednesday after school detention</li> <li>Parents informed via a <i>Uniform Level 3 letter</i> by a Team Leader or Principal class</li> </ul>	
<b>FOURTH INFRINGEMENT</b> <ul style="list-style-type: none"> <li>A parent meeting with a Team Leader and/or Principal class to discuss uniform concerns</li> </ul>	
<b>FIFTH INFRINGEMENT</b> <ul style="list-style-type: none"> <li>One day internal suspension - learning provided by teachers</li> </ul>	
<b>SIXTH INFRINGEMENT</b> <ul style="list-style-type: none"> <li>A parent meeting with the Principal</li> </ul>	

## MOBILE PHONE POLICY

Mobile phones and other cellular internet connected devices are to be **turned off and stored securely in lockers from 8.55am -3.15pm** (or when leaving school for the day). See the Mobile Phones policy on the BHS website for further information. A student who uses a phone during these times is required to hand it into the General Office until the end of the day.

BALLARAT HIGH SCHOOL MOBILE PHONE PROCESS
<b>FIRST, SECOND &amp; THIRD INFRINGEMENTS</b> <ul style="list-style-type: none"> <li>Student takes the phone to the general office. Offence is recorded and student can collect the phone at the end of the school day.</li> </ul>
<b>FOURTH INFRINGEMENT</b> <ul style="list-style-type: none"> <li>Hand in phone for 3 consecutive days (Team Leaders to advise general office)</li> <li>Parents informed by Team Leader of 4th infringement</li> </ul>
<b>FIFTH INFRINGEMENT</b> <ul style="list-style-type: none"> <li>Hand in phone for 3 consecutive days (Team Leaders to advise general office)</li> <li>Lunchtime detention</li> <li>Parents informed by Team Leader of 5th infringement</li> </ul>
<b>SIXTH INFRINGEMENT</b> <ul style="list-style-type: none"> <li>Hand in phone for 5 consecutive days (Team Leaders to advise general office)</li> <li>Wednesday night detention</li> <li>Parents informed by Team Leader of 6th infringement</li> </ul>
<b>FURTHER INFRINGEMENTS</b> <ul style="list-style-type: none"> <li>Any further infringements may involve the Team Leader implementing a range of consequences including: reflection/education tasks, Learning Strategies Meeting, phone usage plan, detentions, suspension.</li> </ul>

## **HOMEWORK**

In the Senior Years at BHS homework is an **essential** component of coursework. Students who complete homework to a high standard in Year 10 are better prepared for the rigours and demand of Year 11 and 12.

Year 10 students can expect to spend between 1 to 3 hours per weeknight on homework tasks, and further study on weekends during assessment periods.

Students should also complete independent study e.g. summary notes, cue cards, practice test questions. Students who do not complete required homework will be given appropriate consequences by the subject teacher. This may include a learning assistance session during lunchtime or Wednesday afterschool.

It is essential that students create positive homework and study habits.

These include:

- o Removing all distractions e.g. mobile phones/TVs
- o Studying in chunks of 25 minutes
- o Use of a study timetable

More tips and information can be found at:

<http://www.youthcentral.vic.gov.au/studying-training/studying-tips-resources/top-10-study-tips>

Parents are encouraged to contact the subject teacher or a Team Leader regarding homework advice and concerns.

## **ASSESSMENT**

### **Common Assessment Tasks (CATs)**

CATs are an indication of each student's level of achievement based on the requirements of each subject. All Year 10 subjects are aligned with the Victorian Curriculum.

At the start of each unit teachers will provide students with a course outline which includes assessment dates and conditions. CAT dates and results will be recorded on Compass.

All tasks are assessed against criteria which are made available to the students at the introduction of the CAT.

To achieve a Satisfactory (S) outcome the student must:

- ✓ Produce work that meets the required standard
- ✓ Submit work on time
- ✓ Submit work that is clearly the student's own work

A student may receive a Non-Satisfactory (N) completion if:

- o Work is not of the required standard
- o The student has failed to meet a school deadline for the assessment task, including where an extension of time has been granted for any reason, including special provision
- o Work cannot be authenticated
- o There has been a substantive breach of rules including school attendance requirements.



A student must achieve 50% or above on a CAT to receive an S for a given area of work in all subjects, except in the area of Maths (See Teacher Judgements under REPORTING).

## **Year 10 exams**

Year 10 exams are completed by all students at the end of each semester during an allocated exam week that is specified on the whole school planner. Students' individual exam timetables will also appear on their Compass.

Year 10 exams are:

- 100 minutes in length, including 10 minutes reading time
- compulsory for all students
- are marked by teachers and the mark is recorded on the end of semester report

Students are expected to:

- Be in complete school uniform - no sports uniform
- Not bring bags, pencil cases or electronic devices into the exam room
- Bring correct equipment including clear drink bottle and stationery in a clear bag
- Follow the exam rules and the instructions of the exam supervisors at all times

## **REPORTING**

The school strongly encourages parents to access Compass at least once a week to monitor their student's progress. Compass provides results of assessment tasks throughout the semester and attendance data. If a parent has any concerns they should contact the classroom teacher or Team Leader.

Student reports will be emailed to parents at the end of each semester. Reports will also be available via Compass

## **Victorian Curriculum levels**

Students are assessed in subjects against the Victorian Curriculum.

## **Satisfactory or Non-satisfactory all Year 10 subjects**

- o A CAT that scores 50% or over will receive an S
- o A CAT that scores below 50% will receive an N. If a student successfully redeems they will receive an S. However, the original score will remain.
- o The teacher will decide whether the student receives an overall satisfactory. If there is more than one class the teachers will ensure consistency between classes.

## **Examples of teacher judgement:**

- o A student achieves 50% for all CATs. The student receives an S
- o A student receives an N for one CAT, but performs strongly on other CATs. The student receives an S
- o A student receives an N for 50% of the CATs. The student receives an N
- o In Maths, if a student does not achieve 50% in the redemption process for a CAT an S can be achieved with an aggregate score of 50% on all CATs.

## SPECIAL PROVISION

Students are eligible for Special Provision for school-based assessments if their ability to demonstrate achievement is adversely affected by:

- Acute or chronic illness
- Long-term impairment
- Personal circumstances

Students can apply for conditions which include

- Rest breaks
- Extra working time
- Use of computer or assisted technology
- Small room location

Applications are available from team leaders or Jenni Nicholls, VCE Leader, from March 2022. Special Provisions are recorded on COMPASS and apply for up to 1 year.

## COMMON ASSESSMENT TASKS & EXAM BREACHES

A breach is any infringement that gives a student an unfair or unreasonable advantage. If there is an alleged breach during a CAT or Year 10 exam this will be reported to Team Leaders and the Assistant Principal.

Breaches may include:

- Plagiarism
- Unauthorised technology
- Communicating with others

The following consequences may be imposed:

- Award the CAT or exam an N
- The student to re-sit the task or a redemption task to receive an S
- The student will fail the subject after a second breach

## ABSENCE FROM A COMMON ASSESSMENT TASK

Approved absences are:

- o An illness explained by a medical certificate
- o An official school excursion
- o An official sporting event
- o Exceptional personal circumstances. Approval is given at the discretion of a Year 10 Team Leader.

*Students must complete an Absence Learning Plan for absences due to school activities.*

If a student is absent for a CAT they must:

1. Provide a medical certificate by handing it into the General Office within three days
2. Complete the CAT the following Wednesday at 3.30 in Peacock Hall or negotiate an earlier time with the subject teacher.

A student will receive a **zero** for the CAT if the above conditions are not met.

## REDEMPTION PROCESS

If work submitted by a student for the assessment of an outcome does not meet the required standard for satisfactory completion, (below 50%) and the **student has not received an S for the CAT prior to the assessment**, the teachers of the subject will select a consistent approach from the following:

### Course work confirmation

The student can demonstrate an understanding of the outcome through completion of specified classwork and homework.

### Student teacher conference

A student can verbally explain knowledge of the area. The teacher will also ask questions related to the area.

### Identical or equivalent CAT

A teacher may require a student to re-sit a CAT or complete a similar CAT. The CAT will be completed the following Wednesday at 3.30pm in Peacock Hall, (**casual employment is not deemed a valid excuse**), or at an earlier time negotiated with the class teacher.

The teacher must make a time available to assist the student in preparing for the redemption CAT. If the **student does not attend** the teacher is not obliged to reschedule.

Students have a maximum of **two weeks** to redeem after being informed of their score on the original CAT. In exceptional circumstances an extension may be approved by the Assistant Principal 9-10.

### Appeals

If a student believes that there is reasonable grounds to appeal an unsatisfactory result they must email the Assistant Principal 9-10 **within 7 days** of receiving the result. If the Assistant Principal determines there is sufficient grounds an appeal panel will hear the student's case.

## AUTHENTICATION

It is the responsibility of the student to ensure that there are no difficulties in authenticating their work. Teachers must monitor and record each student's development of an Assessment Task, from planning to drafting, through to completion. The process of monitoring the development of a CAT requires the teacher to regularly sight the work and record the progression. The process of authentication will differ from subject to subject.

## CHANGE OF SUBJECTS

A change of subject should not be taken lightly. Students must speak to their Team Leader. The student will be required to complete the change of subject form which must be signed by:

1. The student
2. Team Leader
3. MIPs (Pathways & VET)
4. Parent

No subject changes can be made unless the form is completed and signed by all the required people.

### The final days for change of subjects in 2022 are:

Semester 1                      Friday 11 February

Semester 2                      Friday 24 June

## CLUSTER VET

All students completing a cluster VET, (external to the school) need to pay their fees at the General Office and collect a VET card from MIPs.

Students leaving for VET at lunchtime can order lunch before school from the canteen for an early pick-up.

Students should ensure they read all communication from the Highlands LLEN throughout the year regarding the course and their progress. The cluster VET programs provide the school with students' attendance on a weekly basis. If a student's attendance is low an Attendance Strategy Meeting at the school will be held.

Any questions regarding Cluster VET should be directed to Ally Dovaston in the MIPs office.

### Private Study

Due to cluster VET timetabling most Year 10 VET students enrolled will not have to be at school until recess once a week (please check Compass). If a student attends school before recess they must **sign into the library** and complete private study.

**Students who do not follow the above requirements or do not use private study effectively will be given alternative arrangements.**

## YEAR 10 STUDENTS DOING A VCE SUBJECT

Year 10 students undertaking a VCE subject need to refer to the 2022 VCE & VCAL Handbook for VCE specific policies and procedures. This is available on the school website.