



YEAR 10 Handbook

2021

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.

**A guide to
policies and
procedures
in Year 10**

Ballarat High School *pride, respect and responsibility*

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INTRODUCTION

The Ballarat High School Year 10 Handbook has been developed to assist and inform all Year 10 students, parents and staff. All the relevant policies, procedures and requirements specific to Year 10 are outlined within the handbook. 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 Senior School website <https://sites.google.com/ballaraths.net/senior-school/home>.

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:

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

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

- 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.
- HIGHFACTS- Information on subjects and pathways
- VCE Handbook- policies, procedures and requirements if a Year 10 student is completing a VCE subject.

TERM DATES 2021

- | | |
|--------|---|
| Term 1 | Thursday 28 January – Thursday 1 April <ul style="list-style-type: none">○ Monday 8 March – Labour day |
| Term 2 | Monday 19 April – Friday 25 June <ul style="list-style-type: none">○ 25 April – Anzac Day (Friday Public Holiday)○ 14 June - Queen's Birthday○ 15 June - Semester 2 begins |
| Term 3 | Monday 12 July – Friday 17 September <ul style="list-style-type: none">○ 22 July - Course Counselling Information Night |
| Term 4 | Monday 4 October – Friday 21 December <ul style="list-style-type: none">○ Mid to late November Work experience○ Mid to late November - Year 12 VCAL orientation (2021 Year 11 students completing a unit 3/4 in 2022)○ Late November – Y11 orientation |

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 Senior School

Oversees all school matters in the Senior Years (10-12)

Ms. Sharon Eppingstall



VCE Leader

Advises on matters concerning VCE and Year 10 exams

Ms. Jenni Nicholls



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.

2021 Year 10 Team Leaders are:

Ms. Gatens



Mr. Murray



Learning Mentor Leader

Is responsible for all matters regarding the Learning Mentor program.

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.

Managed Individual Pathways (MIPs)

The MIPs staff provides guidance to students to develop individual pathway plans. They provide advice and assistance regarding post-schooling options as well as all matters relating to VET subjects.

Student Wellbeing Team

Offers counselling and support to students on a wide range of concerns.

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

YEAR 10 CERTIFICATE OF COMPLETION

Students who successfully complete Year 10 will receive a certificate of completion from the school. Ballarat High School has high expectations of all our students and **10+ credits** over the year must be attained.

Recognised Credits	Credits available	Scenario A	Scenario B	Scenario C	Scenario D
English sequence - *S1 & S2 required	2	2	2	*1	2
Other subjects (includes VCE/VET)	10	10	9	8	6
Work experience	1	1	1	1	0
Three extracurricular activities	1	1	0	1	1
Total	14	14	12	11	9

A student who attains **all 14 credits** will be recognised with a 'Distinction' on their certificate.

Students who do not attain 10+ credits *or an English sequence* will be supported through Learning Strategy meetings and ongoing course counselling.

COMPASS

From 2021 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
4. Speak to the appropriate school contact if there are any concerns.

MATERIALS & ELECTRONIC DEVICES

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 their teachers. For ongoing internet access \$25 must be paid at the General Office by the end of February.

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. An internal suspension will be given to a student who does not hand it in. Additional consequences will be applied if a student breaches the mobile policy on three separate occasions.

ABSENCE FROM SCHOOL

It is a requirement of BHS that students do not have eight or more unapproved absences per subject for each semester. If a student **has 8 or more** unapproved absences per unit they will receive a N.

Students can have seven unapproved absences per subject. This equates to approximately six to seven days per semester of unapproved absences. This should cover most external activities and issues e.g. a day off for a minor cold.

2021 Attendance Process

Step One - Three unapproved absences

The Learning Mentor and Classroom teacher will have a conversation with the student informing them of the absences and that the next step will be an Attendance Strategies Meeting, (ASM). This gives the student the opportunity to hand in medicals to the office and ensure Compass attendance is accurate.

Step Two and Three – Five plus unapproved absences

Team Leaders will communicate with home regarding attendance concerns. *It is the responsibility of the parent/guardian to respond.* An ASM may be required. The purpose of this meeting is to support the student at home and at school to overcome attendance issues.

Step Four – Eight plus unapproved absences

Parent(s) and the student will be informed that attendance requirements have not been met for a subject(s). A 'Year 10 and beyond' meeting will be held to assess and support the student's readiness for Year 11.

Holidays during school terms

It is highly recommended that holidays are taken during the term breaks. However, if a Team Leader is notified by a parent **at least one month in advance** the absence will normally be approved. The school will set up a Student Absence Learning Plan for the student to minimise the impact on learning.

PUNCTUALITY

It is essential that all students and teachers arrive to class on time prepared for learning. Strong punctuality will ensure learning is optimised and positive habits are formed for the future.

Students who are more than 5 minutes late for a subject **on three separate occasions** will receive one unapproved absence.

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:

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

More tips and information can be found at the below websites.

<https://www.learningpotential.gov.au/age-group/high-school>

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

<https://sites.google.com/ballaraths.net/senior-school/resources-and-support/students?authuser=0>

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:

- Work is not of the required standard
- 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
- Work cannot be authenticated
- 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, (excluding Maths-see **REPORTING**).

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

- A CAT that scores 50% or over will receive an S
- 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 and count to the overall Grade
- Teacher(s) 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:

- A student achieves 50% for all CATs. The student receives an S
- A student receives an N for a CAT that has a low weighting, but performs strongly on other CATs. The student receives an S
- A student receives an N for 50% of the CATs. The student receives an N.

Mathematics

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.

Satisfactory prior to a CAT

A satisfactory can be established without the reliance of a CAT/SAC. Students may be able to demonstrate a satisfactory before an assessment through:

- Classwork
- Practice questions & CATs completed
- Answering questions in class and group activities
- Homework

A student should be informed of their satisfactory status before a CAT/SAC.

Grades

- Each CAT, (including the exam), will determine a student's grade.
- Grades range from A+ to UG.
- CATs may be weighted differently so one CAT may affect the end grade more significantly than others.

CAT & EXAM BREACHES

A breach is any infringement that gives a student an unfair or unreasonable advantage. If there is an alleged breach of a CAT or Year 10 exam conditions a Year 10 panel will be created to investigate it.

A Year 10 panel consists of:

- A member of the Principal Team
- Team Leader
- Subject Teacher
- A parent may attend but not in an advocate role

A Year 10 panel has the power to impose the following consequences:

- Award the CAT or exam an N
- The student to re-sit the task or a redemption task to receive an S
- If it is a second offence, (in any subject), the student will fail the subject.

Breaches, (not an exhaustive list), which will result in disciplinary action are:

- Plagiarism
- Unauthorised technology
- Communicating with others
- Other breaches specified by the Assistant Principal of the Senior Years

ABSENCE FROM A CAT

Approved absences are:

- An illness explained by a medical certificate
- An official school excursion
- An official sporting event
- 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 of the Senior School.

Appeals

If a student believes that there is reasonable grounds to appeal an unsatisfactory result they must email the Assistant Principal of the Senior School **within 7 days** of receiving the result. If the Assistant Principal determines there is sufficient grounds a Y10 panel will be created to hear the student's case. The panel will then decide whether the student will receive another opportunity to demonstrate a satisfactory and inform the student and parents/guardians of the outcome.

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 2021 are:

Semester 1	Friday 12 February
Semester 2	Friday 25 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.

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.

WORK EXPERIENCE

In Term 4 Year 10 students will experience work in an industry of interest for future pathways.

This type of experiential learning has many advantages including:

- Develop employability skills and understand employer expectations
- Explore career options
- Gaining a reference to use on job applications
- Making contacts that could help you find paid work

Students will work closely with our MIPS team to ensure all the paperwork is filled out. However, each student should show initiative by contacting possible employers for the week.

Students who wish to attend both Year 12 orientation weeks, (highly recommended), **can** complete their approved work experience at an earlier time. Students who have green for effort on their reports and are up-to-date in all subjects may complete it during school time. An Absence Learning Plan will need to be completed beforehand, (on the Senior School website).

