Leader of Learning; Senior School  | Fiona de Zylva  | dezylva.fiona.c@edumail.vic.gov.au  | Year 12 A
---|---|---|---
Year 12 Coordinator  | Peter Mathews  | mathews.peter.c@edumail.vic.gov.au  | Year 12 WM
Year 11 Coordinators  | Marina Bassi  | bassi.marina.e@edumail.vic.gov.au  | Year 11 A
Brett Younger  | younger.brett.w@edumail.vic.gov.au  | Year 11 WM
Year 10 Coordinators  | Noall Beddoes  | beddoes.noall.h@edumail.vic.gov.au  | Year 10 A
Marian O'Shaughnessy  | oshaughnessy.marian.caro@edumail.vic.gov.au  | Year 10 WM

Student Pathways Leader/Careers  | Lexia Knight  | knight.lexia.l@edumail.vic.gov.au
Our College Values Are:

PERSONAL BEST
SENSE OF COMMUNITY
RESPECT
RESPONSIBILITY

As Senior School students we would expect you to demonstrate these values as you go about your everyday business at the College.
**IMPORTANT DATES**

<table>
<thead>
<tr>
<th>Term Dates 2014</th>
<th>1</th>
<th>28th January*</th>
<th>To</th>
<th>4th April</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2</td>
<td>22nd April</td>
<td>To</td>
<td>27th June</td>
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<td>3</td>
<td>14th July</td>
<td>To</td>
<td>19th September</td>
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<td></td>
<td>4</td>
<td>6th October</td>
<td>To</td>
<td>19th December</td>
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</tbody>
</table>

Last date to withdraw from Units 1 Units 3 & 4 14th February

There maybe changes to these dates based on what is happening in other parts of our College. We will provide you with updates – stay tuned.

<table>
<thead>
<tr>
<th>Semester Dates</th>
<th>1</th>
<th>24th November 2014</th>
<th>To</th>
<th>6th June</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2</td>
<td>16th June</td>
<td>To</td>
<td>29th October</td>
</tr>
</tbody>
</table>

Windsor Week – 22nd June to 27th June 2014
Please note that Semester 2 commences the week prior to the Windsor week.

Exams
Practice Exams will be run for Year 12 students from the **Monday September 29th to Thursday October 2nd, 2014**.
There will be Practice Exams in June to dates and TBA.
ALL Practice Exams will be compulsory for all students doing Year 12 subjects.

VCAA (Year 12 Exams – Mid Year Exams)

<table>
<thead>
<tr>
<th>VCAA (Year 12 Exams)</th>
<th>Wednesday June 11th 2014 –</th>
<th>General Achievement Test (GAT)</th>
</tr>
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</table>

VCAA (Year 12 End of Exams)

<table>
<thead>
<tr>
<th>VCAA (Year 12 End of Exams)</th>
<th>Wednesday, October 29th</th>
<th>English/ESL</th>
</tr>
</thead>
</table>

Students are advised to see the VCAA exam timetable.

Students please note the VCAA Exam Navigator. This VCAA publication provides you with the exam timetable and other important information. Please make sure that you save your copy for reference throughout the exam period. It is an important and valuable resource.

Year 10 and 11 Exams will be run at the end of semester 1 and 2. Dates to be announced. Keep asking your year level coordinators for information about these exams.
INTRODUCTION

You are about to embark on your journey through the Senior School at Cheltenham Secondary College. Congratulations! For most of you this will be a challenging and rewarding experience, leading to a positive future. We expect all students to aim for their **Personal Best**. The College aims to offer a broad range of studies and to encourage students to **strive for excellence** within their studies. We aim to prepare students for post-school study, employment and participation in a global community. All Year 11 and 12 students and some Year 10 students are engaged in courses which lead to the Victorian Certificate of Education issued by the Victorian Curriculum and Assessment Authority (VCAA). In most areas, the College is bound by VCAA regulations and these have to be more formally implemented than rules which students have experienced in earlier years.

Much of your success in the Senior School will depend upon how well you:

- Apply yourself and organise your time effectively to meet deadlines
- Interact positively with staff and other students
- Follow the procedures and requirements of Year 10 & VCE

**This handbook contains much information about policies and procedures that you will find useful throughout the year. Keep it in a safe place.** Remember, if you cannot find the answer to your question in this handbook, talk to your Level Co-ordinator or the Senior School Manager.

Read through all the information in this handbook thoroughly. You don’t want to end up getting into difficulty because you are unaware of important procedures and your responsibilities.

As a senior student, there are a number of expectations that Cheltenham Secondary College has of you:

- To attend school and classes punctually
- To wear full school uniform
- To act responsibly and considerately towards others
- To set a positive example for junior students

ATTENDANCE

Students are expected to attend all scheduled classes. ALL VCE classes are compulsory. It is vital that students in the Senior School miss as little school as possible. **VCE students are expected to attend a minimum of 90% of the scheduled school program**. Frequent absences prevent you from gaining continuity of instruction and make it difficult for you to keep up with Outcome Requirements and Assessment Tasks.

To meet the requirements of each unit, a student's unauthorised absences must not total more than 10% of scheduled classes. Students failing to meet this requirement will receive an “N” for the unit. (Year 10 must note that this could jeopardise their progress into VCE)

Authorised absences only include those:

- Verified by a medical certificate produced immediately on return from absence.
  - ALL absences during **assessment task must**, unless associated with a college approved activity, be **justified by a medical certificate or explained in writing**.
- Due to participation in an official school activity. **Students who know that they will miss classes, due to a college approved activity, should, as a matter of courtesy, alert their teachers in advance**.
- Resulting from exceptional circumstances.

For authorised absences you will be issued a Gold Pass. In the case of authorised absences, the co-ordinators may contact the doctor. Where over one-third of timetabled classes in one subject have been authorised
absences a meeting will be convened with parents, students, the year level coordinator and the Principal. Parents are notified via text message daily about Student Absences and students need to ensure that they monitor their attendance via Clarity or a discussion with each subject teacher.

ATTENDANCE (continued)

- Students requiring **Gold Passes for approved absences**, including sport, must see the Co-ordinator, subject teacher or Sports Teachers immediately on return to school for their Gold Pass (or group approved absence form).

- Students must get Gold Passes signed by teachers of all classes that they have missed within a week of their absence.

- Students must return Gold Passes to the Level Co-ordinator when all staff involved have recorded their absence. If the above procedures are not followed an approved absence will not be recognised.

Other absences must still be accompanied by a note from your Parent or Guardian and given to the Form Teacher.

**If you are going to be absent for an extended period, notify your Level Co-ordinator as soon as possible.**

ALL SENIOR SCHOOL STUDENTS are required to sign in at the General Office or out at General Office if they arrive or leave outside regular school times. Please note that Year 10 students will not have “study” periods. Any study periods will be supervised and a roll will be marked.

Students in Year 11 and 12 are expected to use their time productively during “Study Periods” periods, or if their teacher is absent. The **VCE Study Centre and the Library are the only places in which students may work when they have “Study Periods” periods.** Students must not leave the school grounds at this time. No student may sit in the School yard during Study periods. The Silent Zones in the Study centre must be strictly adhered to.

No student is allowed to leave school without permission from their co-ordinator.

Supplementary SACs will be granted only if a student has a gold pass. The application form (see back of handbook) must be completed. Supplementary SACs will be written on the next available time during Period 5 or 6 on Day 3 or Day 8

**Note:** Although Year 12 students may leave at lunchtime if they have a free due to teacher absence. Year 10 and Year 11 students **will NOT** be permitted to leave the school grounds at any time. They must report to the Senior School Study Centre. ALL students must sign out in the VCE office before leaving the school grounds.

COMMUNICATION/SCHOOL DIARY

Our Senior School and VCE cohort is very large. Effective communication is essential at all levels. So we encourage you to make sure that you check all forms of communication -

- Daily, via the electronic **bulletin** in the Senior School Study area and other areas of the school.
- **Clarity** – message component and information on your calendar.
- With your **student leaders** about key events and issues relating the students.
- With **parents and students**, via this handbook and the weekly newsletter.
- With your **subject teachers**, about their expectations, clarification of points of uncertainty, and study specific difficulties.
- With your **year level coordinators**, about issues related to VCE, the present, the past, the future, study techniques, communication difficulties with others, pressure being felt, illness, dealing with stress etc
- With the **Leader of learning: Senior School** about VCAA related issues, examinations, external studies, special programs and activities.
- With the **Leader of Pathways and Careers**, about future studies, tertiary and employment opportunities, part time jobs etc.
All VCE students are issued with an electronic college Diary, 2014. Used effectively the diary is an invaluable study tool. Particularly pertinent to VCE students, and their parents, are the sections which cover a wide variety of issues which include, goal setting, essay writing, study planner, coping with stress and examination preparation. The key to effective use of this information is to spend some time each week dealing with two or three of the issues covered.

**EXAMINATIONS**

It is the Cheltenham Secondary College policy that all students will attend and attempt the examination to the best of their ability and stay for the duration of each exam.

If a student cannot attend an examination it is imperative that they notify the Senior School as soon as possible. Where a student is eligible, an application for a Derived Examination Score can be made (see Special Provision). The examinations are conducted under VCAA Rules.

Unit 3 and 4 examinations are held in November and are *externally set and marked*. The VCAA exam timetable is available from [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

The timetable for Unit 3 and 4 examinations is mandated by the Victorian Curriculum and Assessment Authority. The examinations are conducted under VCAA Rules with external supervisors. *All studies will provide Practice examinations in June and then during the September/October holidays, students are expected to take these exams seriously and prepare vigorously for them.*

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**Students should note that no allowances are made for students missing examinations due to misread timetables, late buses, broken down cars etc.**

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Unit 1 and 2 examinations occur at the end of each semester and are set and marked by your teachers. Timetables for Unit 1 and 2 will be published in May and October respectively. In ALL students will be required to be in full uniform to attend these exams.

There are no classes scheduled during VCE examination periods and students are required to attend only at the designated examination time.

For Year 11 students taking a Unit 3 and 4 studies, an examination in this study takes precedence over Unit 2 examinations. These students should consult with Year 11 coordinators to reschedule Year 11 examinations that clash with a Unit 3 or 4 examinations or impact on preparation for Unit 3 or 4 examinations. Students who feel that their timetable for Year 11(Unit 1 and 2) examinations imposes extreme hardship may consult with their Year Level Coordinator or Senior School Manager in order to better balance their timetables.

**Examination preparation**

Success in examinations depends on:

- timely preparation – commence revision and study early.
- through preparation
- effective question interpretation and answer preparation.

**There are a number of logical steps in** thorough preparation, including

- being aware of the content that will be examined, this is usually spelt out in the study design.
- familiarising yourself with the examination format; multiple choice, short answer, etc
- preparing concise lists of key facts, formulae, quotes, examples, etc
- consulting your teacher about the best preparation techniques for a particular study.
- test your knowledge and understanding by discussing concepts and explaining them to other students.

To establish effective question interpretation and answer presentation techniques

- do lots of past and trial papers, as many as possible in the same time as allowed for the exam.
- compare your answers with those supplied;
- identify areas of weakness and address them before attempting the next paper.
- discuss, with your teacher, questions which you have trouble interpreting, or which you misinterpret.
GENERAL ACHIEVEMENT TEST (GAT) Wednesday, 11th JUNE

It is compulsory for all students undertaking a Unit 3 & 4 subject to sit the GAT. These tests involve multiple choice and written responses. More information about the GAT will be distributed nearer to the time. The GAT is not Curriculum Specific. The scores you receive will be used to confirm or to assist in the calculation of Unit 3 & 4 results. The VCAA will use a student’s GAT scores to:

- Contribute to statistical moderation of School-assessed Coursework.
- Review school assessments of School-assessed Tasks.
- Calculate a Derived Examination Score if required.
- Check the accuracy of examination marking.

Results from the GAT are mailed to students at the end of the year. (Students in Year 11 doing a Unit 3 & 4 unit must sit the GAT. On the day students are exempt from attending school)

MOBILE PHONES AND OTHER ELECTRONIC DEVICES

Cheltenham Secondary College believes that personal devices such as iPods/MP3 players and mobile phones can be a valuable asset to learning and teaching in some classroom when used appropriately and safely.

Students MUST adhere to the following guidelines.

- The use is directly related to learning and teaching, or to meeting student learning style preferences. This will be determined by the teacher conducting the class, not the student.
- The devices MUST be switched off and not used, in any way (including the sending and receiving of text messages) during class time.
- The device will not interfere with the students learning or that of other students.
- Mobile devices are NOT permitted during Assessment tasks or examination, SAC procedures and protocols must be strictly adhered to.
- Students are totally responsible for the storage and security of such devices.

ENROLMENTS

All of your enrolment details have been recorded onto VASS, the VCE computer system. If any of your personal details change, it is essential that you inform the Senior School Manager.

At the end of last year you selected your VCE program for 2014. You are currently enrolled in those units. It is expected that your program will remain as it is, but if a change is required, you should discuss this immediately with the Senior School Manager. Changes can only be made within the constraints of the timetable. Students will require a note from their parents endorsing any changes to their program.

If you are struggling with any of your units you should discuss this with the relevant teacher and level coordinator. It may be possible to withdraw from a unit or enrol in another unit.
Satisfactory Completion of the VCE

To satisfy requirements for the award of the VCE, students must satisfactorily complete a minimum total of 16 units, including at least:

- Three units from the English group, with at least one unit at Unit 3 or Unit 4 level

- Three sequences of Units 3 and 4 in studies other than English, including VCE VET Unit 3 and 4 sequences

At Cheltenham Secondary College students will normally complete 12 units at Level 1 and 2 (Year 11) and 10 units or 5 sequences at Level 3 and 4 (Year 12), making a total of 22 units across the two years of VCE. In order to maximise their ATAR scores students are encouraged to do six Unit 3 & 4 subjects.

Units 3 & 4 of all studies must be done as a sequence in the same year. A student may not enrol in unit 3 only or in unit 4 only (unless the student is on exchange, coming from interstate, or has applied to the VCAA for Interrupted Studies Status).

A study score will not be awarded unless "S" results are obtained for both units 3 & 4 in the same year. (Unless students have Interrupted Studies Status)

Students permitted to do 8 units (4 subjects) in Year 12

Students will ONLY be permitted to undertake 4 subjects in Year 12 if:

- They have already successfully completed 2 x Unit 3&4 subjects in Year 11 with a study score of 35 or above in each of the two subjects.

OR

- They are undertaking additional rigorous study such as TAFE or a University subject outside of Cheltenham Secondary College (with a minimum of 40 hours of class time per unit)

OR

- They are a Special Needs/Special Provision student. This must be documented by a health professional.

OR

- They are undertaking a special program outside of school necessitating significant amounts of training and/or competition and/or absence from school (usually refers to elite sport) that could not reasonably be put off until after Year 12.

Students are permitted to undertake 4 subjects at Year 12 only with the permission of the Assistant Principal who oversees the Senior School or Senior School Manager and the Year Level Coordinator.

“Dare to be excellent!”

Research/Excursion Day

Day 3 and Day 8 of the College’s two week timetable has been designated as “Research/Excursion Day” and students will be required in classes from lesson 1 to lesson 3. However, it is important to note that the college expects that students will be available to attend special programs during periods four to six on Wednesdays when required. If students are not required at school they are expected to use their time at home for study, completion of assignment work, out of school research, or to attend excursions, seminars or other activities arranged by VCE staff.

Students may stay at school to make use of the facilities of the College (eg Library, computers, study area, specialist rooms) or to meet with a teacher.

The following points need to be taken note of:

- Day 3 & 8 are when most excursions/study skills work shops/ exam preparation workshops will occur, thus minimising disruption to other classes.
• *All* students must be available to attend activities arranged by teachers. *Students are not permitted to have outside commitments on the two half days* Day 3 & 8 – it is still regarded as a school day.

• Students may be required to stay at school on Day 3 & 8 for special activities.

• If no activity is arranged for these two half days, students are to use the time for school work.

Development of such skills is a major requirement for success in the VCE. These changes have been made in order to maintain daily contact between students and their teachers and to ensure a more structured study pattern occurs.
ASSESSMENT OF LEARNING OUTCOMES

To achieve an outcome a student must have met the required standard of work. The Victorian Curriculum and Assessment Authority sets down rules, which a student must observe when preparing work for assessment. These rules apply to School-assessed Coursework and School assessed Tasks. They are:

1. A student must ensure that all unacknowledged work submitted is genuinely her or his own.
2. A student must acknowledge all resources used, including:
   a. Text, websites and source material
   b. The name(s) and status of any person(s) who provided assistance and the type of assistance provided.
3. A student must receive undue assistance from any other person in the preparation and submission of work.

There must be no breach of rules, including school attendance rules.

Acceptable levels of assistance include:

- The incorporation of ideas or material derived from other sources but which have been transformed by the student and used in a new context
- Prompting and general advice from another person or source which leads to refinement and self-correction

Unacceptable forms of assistance include

- Use of, or copying of, another person’s work or resources without acknowledgement, actual correction or improvements made or dictated by another person.

Students must not submit the same piece of work for assessment more than once. Students who knowingly assist other students in a breach of rules may be penalised.

Computer work

A student who uses a computer to produce work for assessment is responsible for ensuring that:

- There is an alternative system available in case of computer or printer malfunction or unavailability
- Hard copies of the work in progress are produced regularly
- Each change is saved onto a backup file stored separately from the computer

RULES FOR IN SCHOOL ASSESSMENTS (SACs and SATs)

Policy: In School Rules for the Conduct of SACs in 2014

These rules have been written as a suggestion for the conduct of in class SACs. Please note that it is important that the integrity of assessments are not compromised and students are encouraged to acknowledge any external assistance they may get. These rules or protocols have been inspired by the VCAA rules from the November VCE examinations, with some modification for school arrangement.

Implementation:

1. No student may cheat or assist another student to cheat or take any action that gives or attempts to give him or her unfair advantage in a SAC or test. If students know of others cheating it must be reported to the classroom teacher or the Senior School Coordinators.
2. Students must follow all instructions or directions given by teacher for the SAC or test. Teachers instructions must followed at all times.
3. Students may bring only approved materials or equipment for any SAC.
   a. If a dictionary is permitted, no student is permitted to write plans or other notes that will give you an unfair advantage. The teacher will check the dictionary to ensure that you have not received any undue assistance.
   b. Only VCAA approved calculator models may be used in subjects – see your subject teachers for specific information on this issue. Chemistry, Physics and Accounting teachers will provide you with the best advice.
4. Mobile phones and electronic communication devices, such as organisers, dictionaries and computerised watches, which are capable of storing, receiving or transmitting information or electronic signals, are **not permitted during the School Assessed Coursework under any circumstances**. iPods/MP3 players are not permitted. Students are encouraged to leave these devices in their lockers or place it on the teacher's desk at the start of the assessment period. (Teacher will remind the students to do this)

5. Students must not write or draw anything offensive on any of the SAC/test materials.

6. No food or drinks, other than water are allowed in the SAC/test room. Students may bring in water. Water bottles cannot be refilled or shared with other students during the SAC.

7. Students need to behave in accordance with the Cheltenham Secondary College values and school code of conduct. No student will be permitted to interfere with the learning of other students in that class.

**BREACH OF RULES**

If it is suspected that you have breached any of the rules associated with School Assessed Coursework, or the authenticity of your work is questioned, a VCE Panel will be convened to investigate the matter. The VCE Panel will comprise of the Level Co-ordinator, the Senior School Manager, an Assistant Principal and the class teacher involved. In most cases you will be interviewed regarding the allegation. You will be given notice of the interview and your parents may attend if they wish.

The VCE Panel will determine whether a breach of the rules has occurred and recommend to the Principal an appropriate penalty. Students may appeal to the Principal if they believe that a breach of the rules did not occur, or that the penalty imposed was too severe.

A breach of rules will result in one or more of the following consequences:

- Record in the student's file
- A severe reprimand
- Resubmission of the Work
- **All Authentication breaches have to be reported to the VCAA.**
- (NA) for the assessment task
- (N) for the outcome
LATE SUBMISSION OF WORK

Late submission of Work will result in Work Management Entry on Clarity. Your teacher will indicate a revised submission date for the work, please make sure you are clear about the new date that you have been given. The focus is on the student submitting the work for assessment to achieve the outcome. Teachers are not expected to chase work for resubmission. You are then required to submit the work to the Level Co-ordinator on or before the revised due date. Please make sure that you submit this work to the Level Coordinator and not to the teacher.

You will not receive a Work Management Entry if your late submission was due to an approved absence or if you have been granted an extension of time.

A record is kept of the number of Late Submission you receive. Three late submissions of work in a subject constitutes a failure in that subject. This is determined by your Level Co-ordinator. You, your parents and your teachers will be notified of this by the Level Co-ordinator.

Senior School students with Work Management Entries will be required to be at school on Wednesday afternoons lessons 4 to 6 for to complete the outstanding work. Some students might be expected to stay to attend work management sessions.

REDEMPTION OF WORK

If you have made a serious attempt at a piece of work but it does not meet the criteria for satisfactory completion, you will usually be given the opportunity to redeem that piece of work in order to achieve an “S” for the relevant Outcome. Your class teacher will list what must be done in order to make the work satisfactory and set a date for resubmission.

This process may be repeated if the work is still unsatisfactory, but you will be awarded “N” if you do not make a serious attempt to redeem the work.

RECEIPT OF WORK

Students can ask teachers to complete a Receipt of Work received. It is the student’s responsibility to present teachers with a receipt to sign. Receipts are available from the VCE Office. (See back of Handbook for sample.)

SPECIAL PROVISION

Special Provision is designed to provide all students with the maximum opportunity to participate in and complete their senior secondary studies. Individual students may need special provisions in curriculum to achieve the required learning outcomes and in assessment to demonstrate their learning and achievement.

There are four forms of Special provision for the VCE:

- Curriculum delivery and student programs
- School-based assessment
- Special Examination Arrangements
- Derived Examination Scores

Students eligible for special provision include:

• Those significantly adversely affected by illness (physical or psychological), by any factors relating to personal environment or by other serious cause.

• Those disadvantaged by a disability or impairment including learning disabilities.

To apply for Special Provision

• Any application must be supported by evidence such as medical certificate, psychological assessment or reports, or a report from a relevant professional. Telephone calls to parents can only be used as
verification when another form of verification is not feasible. Notes of conversations, certificates etc must be recorded in the student’s file.

- Students must apply to the Senior School Manager who will keep records of the application and file the documentation.
- Senior School Manager in consultation with the Year Level Coordinator will decide each case on its merits and report the decision via the Special Provision Proforma to the student, the teachers concerned, and (if appropriate) parents.
- Senior School Manager will document the Special Provision using the following descriptions:

  Type of impairment: physical and/or environmental
  Degree of impairment: mild/moderate/severe (as per the VCAA administrative guidelines)

If you believe you are eligible for special provision you should speak to the Senior School Manager who will assist you to complete the details on the appropriate form in this handbook. Alternatively, if you are seriously ill and are unable to submit the form in person, your parents must contact the school to discuss the situation.

Special Provision is not:
Special Provision will NOT be granted for:
- Absence from school or study without evidence of significant hardship
- Circumstances affecting students that are of the student’s own choosing.
- Comparative unfamiliarity with the English language
- The effect of teacher absence or other teacher-related difficulties
- The effect of faulty technology in the preparation of work

Special Provision will not be granted retrospectively.
For more detailed information, refer to the VCE and VCAL Administrative Handbook 2014.

Please refer to VCAA
STUDENTS OF NON-ENGLISH SPEAKING BACKGROUNDS

A student will be considered eligible for ESL status if both of the following conditions are met:

- He/she has been a resident in Australia or New Zealand or other predominantly English speaking country for no more than seven years. Note: The period of seven years is calculated cumulatively over the student’s whole life.
- English has been the student’s major language of instruction for a total period of no more than seven years over the period of his/her education.

If you believe you are eligible for ESL status, discuss this with the Senior School Manager or Year Level Coordinator immediately.

- Check the accuracy of examination marking

Results from the GAT are mailed to students at the end of the year. (Students in Year 11 doing a Unit 3 & 4 unit must sit the GAT. On the day students are exempt from attending school)

THE LIBRARY and VCE STUDY CENTRE

Effective use of the study periods is a sure way to ensure you obtain your best results in VCE. Take advantage of the Library and the VCE Study Centre area to go over the work you do in class, research your SACs and complete your homework. **Successful students use their time at school productively.**

The Library is your Resource Centre and a focal point of your VCE year with its resources of:

- Books
- Periodicals
- Audio-visual materials
- The Intranet and the Internet
- Issue Folders on VCE topics
- Especially selected study guides and exam preparation books for individual VCE subjects.

The Library can provide you with almost all the information you will require for your studies. Make good use of this valuable resource. Librarians are qualified teachers they can assist you with your research. They have guided many VCE students previously, and can help you think around your topics and assist you with key word searches. Make full use of the catalogue, and familiarise yourself with relevant sections of the non-fiction area.

Check this regularly for:

- Articles relevant to your studies
- Notification of VCE seminars and workshops
- Handy hints on how to succeed

The Library is a quiet working area NOT a meeting point for socialising and disruptive behaviour. If you distract others, you will be requested to leave and will be expected to work in the Senior School Study room. You will not be permitted to use your mobile phone in the library.

You can help the Librarians by being considerate towards others and working quietly, obeying Library and school rules, being positive role models for junior students and by following the instructions of the Librarians.

THE LIBRARY and VCE STUDY CENTRE

The VCE Study Centre provides you with another area in which you can study effectively during study periods. It also has a range of support materials available for your use. Because it has been designated for use by VCE students exclusively you will be able to use it for quiet discussion or as a place to meet with teachers for individual help.

**Please note the rules of the VCE Study Centre –**
During class time, it may be used **only** by students who are **timetabled for private study or whose teacher is absent and no replacement teacher has been appointed.**
Students must remember that access to this area is a privilege. It is your area and every senior school student responsible for its tidiness.

- Use your time wisely – there is lots you can be doing to keep up with your work. Use your time productively.
- Please respect the rights of other students to do their work. (Do keep your voice down)
  Follow the school rules and do not interfere in the learning of others. This is not a place for social chatter.
  - Bring your books and do some homework/study.
  - Ask for assistance and seek support to keep up with your work.
  - You are not permitted to use mobile phones or iPods during class time.
  - The Study Centre is not to be used for games (ball/computer or any other games)
  - No food or drink is permitted in the room at all times.
  - Make sure all scraps of paper and rubbish is in the bin before you leave.
  - Please don’t move the tables around.
  - In 2014 the kitchen is available for Year 12 students.
    - The sink area is kept clean and dirty mugs, plates etc are washed. Any student who makes a mess around the sink area is expected to clean it up.

ALL Year 12 students have been asked to sign a contract that says that you will follow the Senior School Study room guidelines.

Failure to follow the rules of the Study Centre will mean a loss of privileges
THE CAREERS ROOM

The Careers Room is a resource area. The Careers Teachers are there to help you use the room as a resource area, to assist you in considering options and to help you make decisions for your future career. Each VCE student will be counselled by the Careers Teachers and Year Level Co-ordinator or Senior School Manager. Year 11 students will be given assistance with their selection of an appropriate year 12 program. This will occur in Term 3. Year 12 students will be interviewed in Semester 1 to help in the determination of their post secondary pathway. Year 12 students will be interviewed in term 3 concerning their VTAC application forms. The student’s Managed Individual Pathway Profile will assist in this counselling process. Each student should take the initiative and visit the Careers Room when they need information or assistance.

What resources does the Careers Room have?

- Up-to-date information on careers and courses
- Information on entrance requirements for Tertiary Colleges, TAFE Colleges and workforce options
- Handbooks from all Tertiary Institutions and TAFE colleges with specific course details
- CES Job Guide and other publications for borrowing
- Computer Programs:
  Job and Course Explorer (OZJAC) – This program gives access to information on all jobs and courses currently available in Victoria. It also enables the user to work from general interest areas and job requirements to specific jobs and courses. OZJAC is available on the College IT Network, so students can access this information in the Library or in the computer rooms.
  CSC Careers Net Site – This internet site, which can be accessed from the CSC Homepage, www.cheltsec.vic.edu.au gives students direct access to all education, training and employment providers. Students can access this information from school or home. It gives current information and extensive links to careers sites.
  A new and very useful program can be accessed from the VTAC site, www.vtac.edu.au. The program, called CourseLink, gives students the ability to input their VCE subjects and area of vocational interest. The program then lists the courses suited to the students interests within a given ENTER range.

If you are planning to leave school during the year or at the end of the year to enter the workforce, you are required to make an appointment to discuss options and employment opportunities and to begin preparing job applications and resumes. Many apprenticeship and employment opportunities are available from the Careers teachers.

The students who make the best decisions about the future are those who have explored options and have an open mind to new information. Please take advantage of the visits of guest speakers at lunchtimes and the resources available in the Careers Room.

VCE WORK MANAGEMENT

Year 11 and 12 students have Wednesday afternoon on which no classes are timetabled. This afternoon is intended to be used for homework/home study and research. However there will be occasions where assessment tasks, excursions, seminars and other activities are organised for these Wednesdays so as minimise disruption to class time. Such excursions, seminars and activities are compulsory for the designated students.

VCE students are not to arrange employment during school hours on Wednesday afternoons.

Where students are granted an ‘extension of time’ to complete an assessment task, this will often require them (especially for Unit 3 and 4 studies) to remain at the college on Wednesday afternoons.

VCE students attending the college during school hours on their designated study days are required to wear full uniform. Students are encouraged to make full and effective use of the afternoon of the Wednesdays.
VCE MENTORING PROGRAM

The Mentoring program was established at the Cheltenham Secondary College to improve the learning outcomes for students and “raise the bar”. All Year 11 and Year 12 students will be allocated a member of the senior school team or Principal class who will act as their mentor for the 2014 school year.

The initial interview between mentor and student will occur in the first five weeks of Term 1. Students will be advised of their interview time. Students are required to complete their individual MIPs Profile on the college intranet prior to the interview. At this interview students will get the opportunity to:

• evaluate their 2013 results and work habits,
• set short and long term goals and
• discuss study plans for the current year.

Another formal interview will be conducted after Semester 1 reports are available.

The role of the mentor is to encourage and support the student in their academic pursuits. Once the partnership between student and teacher has been established the students are encouraged to seek the advice and support of their mentor during the year. Mentors will be available to see students throughout the year. Students are encouraged to make an appointment with the teacher.

The college operates a number of programs which assist students – we encourage students and parents to seek this support when necessary.

UNSUPERVISED EXCURSIONS

During the course of the year students studying the VCE may be required to participate in small group or individual excursions, unaccompanied by a member of staff. Such excursions are expressly for the purpose of carrying out tasks related to course requirements and will mostly involve research for SACs. Most will take up only a small portion of the school day and students will be required to keep to a bare minimum the number of classes missed in subjects other than that for which the particular excursion is intended.

Before leaving the school on such an excursion a student will be required to seek approval from the relevant class teacher as well as the Level Co-ordinator. The student must fill all details, including destination and purpose of the excursion, into an “Out of School” book and ensure that the book is signed by the student, the class teacher and the Level Co-ordinator.

Instead of signing a consent form each time such an activity is undertaken it is requested that parents/guardians complete a single form at the beginning of the year to cover all such excursions during the year (see form at back of this handbook).

Please complete and return to school the form on the last page which has been approved by the College Council for this purpose.

If more than five students are considering attending the same venue, then the class teacher must be informed and permission must be sought from the Principal.
STUDENT DRIVERS

Welfare and safety of student drivers

As is the case with many secondary colleges, more and more of our senior students are driving to and from school. While most young drivers are careful, safety conscious and considerate when driving, they are one of the most vulnerable road user groups. Travelling with teenage passengers adds to the risk for these young drivers.

With this in mind, the school has a responsibility to take all reasonable measures to ensure the welfare and safety of students. Our Student Driving Policy outlines what we expect from student drivers and copies of this may be obtained from the Senior School Co-ordinator.

A Parent Permission and Student Driver Contract can also be collected from the Co-ordinator. All student drivers and parents/guardians are required to sign this form and return it to the Senior School Coordinators.

Student-driver must:

- Record the registration number and description of their car with the Year 12 Coordinator.
- Not drive or park in the college grounds.
- Not drive in a manner that causes complaints from pedestrians or residents of surrounding properties.
- Obey all parking restrictions and not park in locations that will inconvenience residents of surrounding properties or people trying to access these properties.
- Not transport other students to or from the college or college activities
- The prohibition on this use of student cars is clearly spelt out in the DEECD operation manual which states: ‘Student are not permitted under any circumstances to transport other students in private cars in connection with any school program whether held during school hours or at other times’.
- Provide written evidence of parent approval if intending to transport siblings to and from the college.

STUDENT UNIFORM

All students are expected to be properly attired for all classes and special programs. Students in the senior school this includes the College’s sport uniform for all PE and Outdoor Education classes. Students must obtain before Form Assembly a uniform pass from the VCE Office if wearing incorrect uniform. This is entirely the student’s responsibility.

ACKNOWLEDGEMENT

Personal best

The fundamental expectation for all VCE students at Cheltenham Secondary College is that they achieve to the best of their abilities. This can be achieved by making full and effective use of the resources made available to you as students of the college. If at the end of your VCE you have achieved to the ‘best of your ability’ then it will have been a successful VCE. With consistent application, your VCE years may reveal to you that your personal best is better than you thought it was!

It is very important that students and parents are clear about the requirements of the VCE. Once the handbook has been read thoroughly could the form on the last page please be completed and returned to the box in Senior School Office. Could you also please return the acknowledgement section of the letter dealing with communication at the same time.
# CHELTENHAM SECONDARY COLLEGE – VCE STUDY PLANNER

## Name:  

## Week Ending:

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<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
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<th>Saturday</th>
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### Time (hours) allocated to each subject / study:

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<th>Mon</th>
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<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
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<th>Sunday</th>
<th>Week</th>
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- You will be able to develop **effective time management skills** if you keep better track of the time spent on all activities - academic, part-time employment, sporting, social etc.

- Efficient **reorganisation of time** when things seem to be getting out of control requires clear understanding of where your time is being allocated.

- Keeping these sheets accurate will enable you to determine just where the 'extra' time you may need at **critical times** of the year can be found!

- Completing these sheets over a few weeks can provide useful information if you wish to seek advice on how to improve your 'study habits' or the balance of your various activities.
Application for Special Provision for
School-assessed Coursework, School-assessed Tasks
and Unit Completion

This form is to be retained by the school together with the supporting evidence.

Notes
2. Applications for Special Provision approved by the school are NOT reported to the VCAA.
3. Student to complete Sections 1 and 2. School to complete Sections 3 to 5.

This form may be used by the school to assist in recording applications for Special Provision:
- Student Programs
- school-based assessment

School Name: ________________________________ VCAA School code: __________

1. Student details

Student name: ______________________________________

Student number: ________________________________

Date of application: _______ / _______ / _______

2. Details of application

2.1 Assessment tasks for VCE unit completion

Unit 1 [ ] Unit 2 [ ] Unit 3 [ ] Unit 4 [ ]

School-assessed Tasks [ ] Assessment tasks for completion of VCAL Learning Program [ ]

2.2 I am applying for:

[ ] additional time to complete work
[ ] use of an aide
[ ] use of technology to complete and present work
[ ] other (please specify) ________________________________

2.3 Period the application covers, from ______ / ______ / 2006 to ______ / ______ / 2006

2.4 List studies applying for:

<table>
<thead>
<tr>
<th>Study name</th>
<th>Task title</th>
<th>OFFICE USE ONLY Approved/Not approved</th>
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Principal’s signature: ___________________________ Date: _______ / _______ / _______
School to complete Sections 3 to 5

3. Details of Special Provision(s) granted

Type of disadvantage: _____________________________________________________________

Under Provision Granted, list the ways in which the student has been assisted, for example, additional time etc.

<table>
<thead>
<tr>
<th>Study</th>
<th>Task</th>
<th>Provision Granted</th>
<th>Level of effect</th>
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4. Number of days absent from school (absence is not reported to VCAA)

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<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Term 4</th>
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OR

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<tr>
<th>Semester 1</th>
<th>Semester 2</th>
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5. Has the student been advised of the outcome of the application?

Yes [ ] No [ ]

6. Is a Support Group to be established?

Yes [ ] No [ ]

7. Checklist of supporting documents provided

- Confidential teacher/coordinator’s report [ ]
- Student’s signed statement of reasons for application [ ]
- Qualified medical practitioner report/letter [ ] (if necessary)
- Psychologist report/letter [ ] (if necessary)
- Other reports/letters [ ] (if necessary)

______________________________ ______________________________
Signature (student) Signature (teacher/coordinator)

Date ____/____/____ Date ____/____/____

PRIVACY STATEMENT

In signing this form, I acknowledge that I have read and am aware of the contents of the VCAA’s Student Privacy Notice as provided to me by the school.
If Subject teachers want the Senior School Team to supervise SAC completion outside class time, then please complete the form SAC completion form (blue) and submit to a year level coordinator.

| NAME |  |
| SUBJECT |  |
| SAC TITLE |  |
| DATE OF ORIGINAL SAC |  |
| DATE OF SUPPLEMENTARY SAC (to be filled in by Co-ordinator) |  |
| SIGNATURE OF SUBJECT TEACHER |  |
| DATE |  |
It is the student’s responsibility to complete all details for the teacher to sign.

1. Name of Student
   ____________________________________________

2. Form
   ________________

3. Subject
   ____________________________________________

4. Details of work submitted (e.g. essay title, draft, work requirement)
   ___________________________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________

5. Name of Teacher
   ____________________________________________

6. Signature of Teacher
   ____________________________________________

7. Date
   ______________________________
Dear Parents / Guardians of Year 12 students

As communication is very important between the school and the family of a student, this is a reminder that the following communications will occur throughout the year:

- The *Cheltonian* – the College’s fortnightly newsletter (Available from VCE Study room)
- Mid Semester 1 reports will be available at Parent/Teacher interviews held at the end of the Term 1
- Mid Semester 2 reports will be sent home with students
- The Year 12 monthly newsletter
- Parent information evening

All of the above will provide up-to-date information on important dates and events or the progress of your child.

If you have any queries on your child’s education, please phone or email the school and ask to speak to a Co-ordinator.

Please note that for a student to pass a VCE unit of work, they must have demonstrated a satisfactory understanding of all outcomes as stated in the subject handbook provided by the VCAA. The teachers at the start of each Unit provide this course outline to all students.

Yours sincerely

[Signature]

ACKNOWLEDGEMENT

I have received the letter on Year 12 School/Family communication.

Student Name: ___________________________ Date: ____________

Parent / Guardian Signature: ____________________________________________
Dear Parents / Guardians of Year 11 students

As communication is very important between the school and the family of a student, this is a reminder that the following communications will occur throughout the year:

- The *Cheltonian* – the College’s fortnightly newsletter (Available from VCE Study room)
- Mid Semester 1 reports will be available at Parent/Teacher interviews held at the end of the Term 1
- Mid Semester 2 reports will be sent home with students
- Parent information evening

All of the above will provide up-to-date information on important dates and events or the progress of your child.

If you have any queries on your child’s education, please phone or email the school and ask to speak to a Co-ordinator.

Please note that for a student to pass a VCE unit of work, they must have demonstrated a satisfactory understanding of all outcomes as stated in the subject handbook provided by the VCAA. The teachers at the start of each Unit provide this course outline to all students.

Yours sincerely

Mrs Linda Palermo                                                    Mr Brett Younger
Year 11 Coordinator                                                  Year 11 Coordinator

ACKNOWLEDGEMENT

I have received the letter on Year 11 School/Family communication.

Student Name:   ___________________________ Date:  ____________
Parent / Guardian Signature: ___________________________
The following forms should be completed, detached and returned to the Year Level Coordinator or the Senior School Manager in the Senior School Office.

CHELTENHAM SECONDARY COLLEGE
UNSUPERVISED EXCURSION CONSENT FORM

I allow _____________________________________________ of Form ____________ to participate in individual or small group unsupervised excursions at the discretion of both the Principal and class teacher during the course of this year.

I am also aware that because of the nature of such excursions and the seniority of the students, that they will be trusted with the responsibility of conducting themselves in the manner that would be expected of them if a teacher were present.

Should the school be notified of an unexpected medical problem during the excursion, I authorise the class teacher or Year Level Co-ordinator to consent where it is impractical to communicate with me, to my child receiving such medical or surgical treatments as may be deemed necessary.

Parent/Guardian Signature: _______________________________ Date: _______________

ACKNOWLEDGEMENT FORM

We, the undersigned, have received and read the Cheltenham Secondary College Senior School Handbook. We fully understand the implications of these policies and the actions that Cheltenham Secondary College may take for any breaches of rules set out in this handbook.

Student Name: _____________________________________________

Signature: _________________________________________________

Parent/Guardian Signature: _______________________________ Date: _______________