

# SOUTH OAKLEIGH COLLEGE



## Senior School Policy Statement Rules and Procedures 2022

Dear Parents,

A warm welcome to you all from the Senior School Team at South Oakleigh College (SOC) as we continue this very exciting period of your child's education. We look forward to working with you to achieve the best outcomes for all students and seek your support in some critical matters commencing right now at Course Confirmation for 2022.

Your son / daughter will no doubt have many questions during the 2022 academic School year, such as:

- What are the rules for completing SACs?
- Who needs to sit the GAT in June?
- What can I do to protect my VCE results if I contract Glandular Fever during the year?
- How, and on what grounds, can I appeal any decisions made in relation to my behaviour and / or studies?

**Please place this booklet in a safe position ready for reference during the 2022 School year.**

*knowledge conquers all*

Teamwork

Resilience

Responsibility

Respect

High Expectations



## **1.0 SENIOR SCHOOL STUDIES AT SOC**

At SOC our Senior School students have the opportunity to study the VCE (Victorian Certificate of Education) over three years, with access to VCE subjects commencing in Year 10.

### **Year 10**

Unit 1 & 2 subjects offered to Year 10 students will be at the discretion of South Oakleigh College based on school resourcing. Students will only be considered for a Unit 1 & 2 subject if they demonstrate in Year 10 strong academic results, excellent attendance, positive work ethic across all subjects and recommendations by teaching staff. Students must meet the Criteria as outlined in the Senior School Coursebook.

### **1.1 VCE**

The VCE is an internationally recognised qualification completed by most Australian school students.

The VCAA (Victorian Curriculum and Assessment Authority) is responsible for the implementation of VCE. Further information about the VCE may be found on: [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

Information about the specific VCE subjects offered at SOC may be found in the Senior School Course Handbook on the College website [www.sosc.vic.edu.au](http://www.sosc.vic.edu.au)

SOC offers an innovative course structure, which provides the opportunity for students who are academically ready to be challenged. Students are permitted to study a Unit 1 & 2 subject whilst in Year 10, or Unit 3 & 4 subjects whilst in Year 11.

There are a number of benefits of the SOC senior course design.

- Students have the chance to be truly challenged and extended, ahead of time, by a VCE subject in an area of passion or interest.
- This improves their chances of success and also of achieving higher academic grades should they choose to repeat a Units 3 & 4 subject in order to maximise their study score.
- Students may spread their VCE course load over three years. This allows them to concentrate on fewer subjects in each year, thereby maximising their achievement.

### **1.2 SCORED VCE – ATAR (AUSTRALIAN TERTIARY ADMITTANCE RANK)**

At the conclusion of each year, the VCAA calculates a percentile rank, ranging from 0 to 99.5 for all Year 12 students who have:

1. Satisfied their subject outcomes **AND**
2. Attended and completed for the VCAA November examinations.

The ATAR is used to determine whether or not a student gains entry into a tertiary course such as a University Degree.



### **1.3 Non-Scored or S-only VCE**

Where a Year 12 student has satisfied their subject Outcomes, but has not yet sat the November examinations, the VCAA will award the student their VCE. However, they will not receive an ATAR. This is commonly referred to as an S-Only VCE.

(A decision to proceed down this path is made only after careful collaboration between the student, parent and school. Signed Parental Consent is obtained for this option).

### **1.4 Modified Senior School Certificate**

The College Principal, at their discretion, may offer the student who will not be able to satisfy the requirements of either a Scored or Non-Scored VCE the opportunity to remain at the College and complete a Modified Senior School Certificate.

The College would issue a report of the student's individual achievement. However, an integration support group within the School may advise the Principal that formal enrolment in either a full or restricted VCE or VCAL program is the most appropriate action. In either case, the School decides the most appropriate program for the student.

### **1.5 VCE 7<sup>th</sup> Subject**

#### **Year 11**

All students are expected to be enrolled in six subjects timetabled by South Oakleigh College. Students who elect to enrol in a subject through Distance Education, Victorian School of Languages, Victorian Virtual Network, community schools or another private education facilitator will have this subject listed as their seventh subject- i.e it is in addition to the six subjects timetabled. This includes subjects that are Units 3 & 4.

#### **Year 12**

All students will be enrolled in a minimum of five subjects timetabled by South Oakleigh College. Students who have completed two Unit 3 & 4 subjects in Year 11 will have the option to study only four subjects if a study score result achieved for at least one subject is above 37.

Students who meet this criteria will need approval from the Principal and will be expected to volunteer support in a timetabled class for two periods per week during semester one in their highest performed Units 3 & 4 subject of the previous year.

#### **Virtual Learning**

Where there is an unpreventable clash in SOC senior school timetabling, students may be offered the opportunity to access the subject via Victorian Virtual Learning Network (VVLN) or Virtual Schools Victoria (VSV). Subjects not offered by SOC will not be considered as a VVLN or VSV option as on-site learning support is unable to be provided.

Undertaking a subject via VVLN or VSV must be carefully considered. As face to face support is not available, students must be independent learners, have strong organisation and time management skills and have demonstrated outstanding academic results across all subjects.

Students who choose to enrol in a Virtual Learning Program or another external education provider (eg Victorian School of Languages) outside of the above expectations will do this knowingly that it is in **addition** to the six subjects required in Year 11 or the five subjects required at Year 12.

Failure to comply with the VCE rules may compromise a student's program and their VCE.



## **2.0 SENIOR SCHOOL COURSE SELECTION**

Senior School Course selection involves a number of stages

- Student Pathway Counselling (ongoing) – Career Pathways Leader
- Parent & Student Course Information Evening
- Parent & Student Submission of Course Preferences
- Student and Parent Course Confirmation Days

**Our objective is to have all students in their Finalised 2022 Courses for the 2021 HEADSTART Program which follows Course Confirmation in November.**

Following this period, Subject Change requests should be minimal and will only be accommodated following due process and the guidelines below.

## **3.0 COURSE CHANGE REQUEST**

**Only Units 1 & 2** students seeking to change their Course will need to comply with the procedures outlined in the ‘Senior School Change of Course/Subject Request’. A change of course request is **NOT** permitted for students studying Units 3 & 4.

***This form applies to either changing, picking up or dropping a subject. Copies can be obtained from the Student Services Office.***

The process must be completed within the set time frame, to ensure students do not miss out on vital learning.



# Senior School Change of Course/Subject Request

Name: \_\_\_\_\_ Year: \_\_\_\_\_

Please indicate which subject(s) you wish to withdraw from:

1. \_\_\_\_\_
2. \_\_\_\_\_

Please indicate which subject you would like to enrol in – please place in order of preference:

1. \_\_\_\_\_ Teachers Signature: \_\_\_\_\_
2. \_\_\_\_\_ Teachers Signature: \_\_\_\_\_

Please give reasons as to why you wish to make this change and the impact this may have on your career aspirations

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Have you spoken to your Careers and Pathways Coordinator? (Please Circle) Yes/ No

It is recommended that you talk to teachers if you are moving into a subject that you are very unfamiliar with.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please Note:** We cannot guarantee that all requests will be approved. All changes are subject to the reasons indicated above, the specific availability with class sizes and disruption to the current learning program. After consulting with the Careers and Pathways Leader and the Director of Students, the Assistant Principal will make the final decision on approval.

**Failure to return this form by the due date may result in rejection of the request.**

**Please return by:** \_\_\_\_\_

Office Use Only

**Assistant Principal:**

- |   |  |
|---|--|
| <input type="checkbox"/> Approved                   | <input type="checkbox"/> Not Approved                        |
| <input type="checkbox"/> Change made on First Class | <input type="checkbox"/> Change made on Compass              |
| <input type="checkbox"/> Student Notified           | <input type="checkbox"/> Teachers notified (current and new) |
| <input type="checkbox"/> Entered on VASS            |  |

**Reason for not being approved:**

**Assistant Principal Signature:**



## **4.0 ATTENDANCE**

Students are required to attend all classes in order to undertake coursework, assessment items/tasks and to enable the teacher to monitor all stages of development of their work.

The VCAA requires a minimum of 50 hours of coursework of satisfactory completion of a VCE and VET Units.

At SOC, students need to attend **at least 90%** of the scheduled classes in order to log the **minimum required 50 hours** of coursework.

**Absence from School must be explained in writing by a parent or guardian** in accordance with the advice given in the College Planner.

An after-School meeting will be arranged with the Head of House or Director of Students for an **absence of more than 10%** (satisfactorily explained or otherwise). **Failure to redeem absence in excess of 10% will result in an “N” for that Unit.**

*Notification should be given to the College in advance of any known or planned absences.*

## **5.0 KNOWN OR PLANNED ABSENCES**

There is a strict attendance policy that needs to be adhered to. The Victorian Curriculum Assessment Authority (VCAA) mandate approval processes for extended leave on a case by case basis.

**For Senior School Students, leave will NOT be approved for overseas family holidays, interstate trips related to weddings, engagements or other family events** unless the parent/guardian has discussed with and obtained approval from a member of the Principal Class.

All applications **must be completed one terms prior** to the student’s first day of absence and the student must seek out all teachers to complete the work section on the reverse side of the **Senior School Application for Leave**.

Students will only be granted leave during their VCE in exceptional circumstances. **Do not** book any travel until you have received approval.

If approval is granted, it is with the expectation that all work missed during absence will be completed upon return.

***The following form is to be completed and submitted to the Director of Students in accordance with the proposed Travel Itinerary at least one term in advance as mentioned above.***



## Senior School Application for Leave

Applications for extended leave are approved on a case by case basis. In Senior School, there is a strict attendance policy mandated by the Victorian Curriculum Assessment Authority (VCAA). For Senior School Students, leave will not be approved unless the parent/guardian has discussed the leave with the Director of Students (Senior School) and a member of the Principal Class. All applications must be completed at least **one term in advance** prior to the student's first day of absence.

The Director of Students will communicate with the parent/guardian in the event that the absence is not approved. If approval is granted, it is with the expectation that all work missed during absence will be completed upon return. Students are also expected to regularly check Compass to complete/submit missed work.

Name: \_\_\_\_\_ Mentor Group: \_\_\_\_\_

Date of last day of school	_____
Date of return to school	_____
Total number of School Days Absent	_____

### Reason for Request:

- Student Conference     
 Leadership/Scholarship     
 Elite Sporting Commitment  
 Bereavement     
 Medical (certificate provided)  
 Other: \_\_\_\_\_

<b>Student to complete:</b>
How will you ensure to keep up to date with your work before, during and/or after your absence?
<b>Comments from Parent/Guardian:</b>

Student Signature \_\_\_\_\_

Parent Signature: \_\_\_\_\_

### Parent Contact Details:

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Alternate Email: \_\_\_\_\_

Alternate Contact Person: \_\_\_\_\_

Alternate Contact Details: \_\_\_\_\_

- Approved YES/NO** Assistant Principal Signature: \_\_\_\_\_  
 Director of Students Entered on Compass Attendance

Students are required to ask their teachers to complete this form.



Class/Teacher	Teacher Notes/Consultation on work missed
Subject:  Teacher:	
Subject:  Teacher:	
Subject:  Teacher:	
Subject:  Teacher:	
Subject:  Teacher:	
Subject:  Teacher:	

*Copies of the "Senior School Application for Leave" form may be obtained from the Student Services Office.*





## **6.0 LEAVING THE SCHOOL GROUNDS**

All students are expected to attend school between 8.35 am – 3.10 pm.

**Students are expected to be either in class or working in their Year Level Study Area when they do not have a class.**

*Should students be late or need to leave early, for a legitimate reason, they must seek approval from either their Head of House or Director of Students and sign out at the Student Services Office on the first floor or kiosk at the Front Office.*

A Medical Certificate or a Parent Note **MUST** be produced upon return to School.

## **7.0 UNIFORM**

All students are expected to be in **full** College uniform at all times as per the College Uniform Policy (see School website, [www.sosc.vic.edu.au](http://www.sosc.vic.edu.au) for further details).

Students will be invited to design a Year 12 commemorative garment with the Director of Students and the Principal.

Permission to wear the Year 12 commemorative garment as part of the College uniform is **an honour and a privilege that may be granted to our College student elders by the Principal.**

The decision will be announced by the Principal during Term 1 2022.

**If a student is out of uniform, then a note from a parent/guardian should be presented to the appropriate Mentor Teacher or Head of House at the start of the day. A uniform pass, generally valid for 1 day only, may be issued. Please refer to Page 11 of the student planner for a list of unacceptable out of uniform reasons.**

## **8.0 ASSESSMENT AND REPORTING OF YEAR 10 CORE SUBJECTS**

The College provides Mid-Semester Progress Reports and Semester Reports on Compass.

These reports will cover both Core subjects and any VCE subjects studied by the student.

## **9.0 ASSESSMENT AND REPORTING OF UNITS 1 & 2**

All assessment and reporting of Units 1 & 2 subjects are internally completed by the College in accordance with the guidelines. The College provides Mid-Semester Progress Reports and Semester Reports on Compass. These reports will cover VCE subjects studied by the student.

The College reports subject results to VCAA who will then use these to determine whether or not a student satisfies the overall requirements for the awarding of the VCE at the conclusion of Year 12.



## **10.0 ASSESSMENT AND REPORTING OF UNITS 3 & 4**

The assessment program for VCE Units 3 & 4 includes external examinations, and School Assessed Coursework (SACs) and possibly School Assessed Tasks (SATs). The Victorian Curriculum and Assessment Authority (VCAA) conduct all external written and/or performance examinations. School teaching staff conducts assessments of all SACs and SATs.

All students need to be aware of the particular assessment requirements for SACs and/or SATs, as described in relevant documents provided by the College's VCE teachers. All students must also be aware of the general requirements relating to School assessment as imposed by the VCAA and the College, as described in this document and/or as communicated to students through the College newsletters or student briefings.

A minimum standard of achievement is expected for all VCE coursework outcomes in order for a Satisfactory Completion status to be awarded for the Unit of Study. If a student does not satisfactorily complete all the coursework outcomes for a Unit, or the work submitted is deemed not to be that of the student, then the student will not be awarded satisfactory completion of that Unit. The School will report the student's satisfactory completion of each VCE Unit of Study to the VCAA. Such results will be designated 'S' (Satisfactory) or 'N' (Non-Satisfactory) or 'J' (not Submitted).

***The minimum standard requirement for an "S" is the same for students in both the "Scored VCE" and the "Non-Scored S-only VCE"***

All "Scored VCE Students" enrolled in Units 3 & 4 will receive an assessment from VCAA for each Examination, SAC and/or SAT associated with a global index, or Study Score, for the study.

Assessments will be reported by the VCAA, on a 10 point scale using five grades (A to E) with two levels within each grade. The symbols used to report assessments will be:

- A, A+
- B, B+
- C, C+
- D, D+
- E, E+
- UG – coursework outcomes have been satisfactorily achieved
- NA – Not Assessed work

*The VCAA provides a Statement of Results, "Victorian Certificate of Education" to successful students in December of Year 12.*

## **11.0 SUBMISSION OF WORK**

### **11.1 School Assessed Coursework (SACs)**

Each student is assessed on the level of achievement of the selected outcomes designated for each subject. Tasks designated or coursework assessments are part of the regular teaching and learning program which are undertaken mainly in class time.

At the beginning of each semester teachers will specify the date, or date period, in which SACs will take place. Students will also be provided with a schedule showing when their SACs in each subject are to be held.

### **11.2 After School SACs – Units 3 & 4 Subject 2022**

In 2022 each Unit 3 & 4 Subject will have at least one SAC conducted under examination conditions scheduled after School.

The After-School SACs will be clearly indicated on the SAC schedule.



Attendance at the After-School SAC is **COMPULSORY**.

All coursework outcomes and SACs/SATs must be undertaken in the designated periods that the College specifies. *It is the student's responsibility to acquaint themselves with all coursework assessment and to ensure that all assessment of coursework, including SACs and/or SATs are undertaken at the specified time.*

### **11.3 Student Absence from SACs**

Where a student is unable to undertake a SAC due to medical or other significant reasons, the **student must request** alternative arrangements so that the SAC may be completed, if possible, **within 48 hours** of returning to School. These arrangements are normally made directly with the class teacher, however it may be appropriate to contact the Director of Students in circumstances such as when the teacher is absent.

If the student is absent due to an **illness**, a **Medical Certificate** must be provided **before** the teacher can arrange any opportunity for a re-scheduled or catch-up on a SAC assessment task. The Medical Certificate should first be presented to the class teacher, then the Director of Students and subsequently forwarded to the front office, to ensure that it is safely filed in the event that illness becomes ongoing and a historical record may be required by VCAA.

Where a SAC assessment task is to be held and a student is required for a significant School co-curricular activity, it is the student's responsibility to inform the subject teacher of this requirement prior to the assessment date(s). Students should present a **written statement** of the co-curricular activity requirement, endorsed by the teacher in charge of the activity, to their subject teacher.

**A student who does not undertake a scheduled SAC assessment, and who does not contact their teacher or the relevant Head of House or Director of Students within 48 hours of the absence; providing the reason for absence; will receive a score of ZERO marks and may receive an **N (Non-Satisfactory)** for that Outcome. **THIS WOULD RESULT IN FAILURE OF THE SUBJECT.****

### **11.4 Assessment of the SACs**

The VCAA assessment guidelines for each subject specify the marks to be allocated to each task. The College will inform students of the criteria for assessment of each SAC. As part of the normal feedback process, students are usually issued with some indication of their performance on SACs, depending upon the task. It is emphasised that these indications are provided to students as a form of feedback on their SAC performance, and are not to be regarded as final marks or letter grades for school assessments.

As per VCAA Policy, the School does provide students with their overall SAC marks or rankings in subjects.

The VCAA processes the School assessment score to determine the final grade awarded and the mark/score contribution to the global performance index, or Study Score. This process is known as Statistical Moderation whereby a student's performance on the external VCE Examinations and the GAT are also taken into account.



### **11.5 Satisfactory Completion of SACs / Outcomes**

For the satisfactory completion of a Unit, **a student must demonstrate achievement of ALL outcomes for the Unit** that are specified in the study design. This decision is based on the teacher's judgement of the student's performance on assessment tasks designated for the Unit, with reference to the required VCAA standards.

If all outcomes are achieved, the student receives 'S' (Satisfactory) for the Unit.

If any of the outcomes are not achieved, the student receives 'N' (Non-Satisfactory) for the Unit.

Where an 'N' has been obtained, the student will be given the opportunity to resubmit the work in order to demonstrate satisfactory achievement of the outcomes.

Where a student has completed work but there has been a **substantive breach of class attendance**, the student may be awarded 'N'.

***The minimum standard requirement for an "S" is the same for students in both the "Scored VCE" and the "Non-Scored S-only VCE."***

### **11.6 Non-Satisfactory Completion of SACs / Outcomes**

When a student obtains an 'N' for a SAC, they are *given an opportunity to redeem* the result and subsequently achieve an 'S' for the SAC (please refer to 11.7)

However, the **original SAC mark STANDS** as per VCAA Policy

### **11.7 SAC Redemption Policy**

- **Year 11 & 12 VCE Subjects:** students are given **one chance to redeem a SAC**

SACs shall be the same as those for Scored VCE students.

**At NO TIME will any SAC be undertaken as Open Book (unless permitted by the VCAA).**

### **11.8 SAC Redemption Times - Units 3 & 4**

Student must attend SAC Redemptions at the times scheduled by the College.

All Units 3 & 4 SAC redemptions will be held at the College at a nominated time after school or on the weekend or as directed by the College Principal in full College uniform at all times.

### **12.0 SCHOOL ASSESSED TASKS (SATs)**

School Assessed Tasks (SATs) are set by the VCAA and only apply to a few VCE studies such as Studio Arts, Systems Engineering and Visual Communication & Design. These subjects are sometimes referred to as the *Folio Subjects*.

The "written report" and "Production Work" for each of these subjects is substantial and ongoing, needing to be worked on continually throughout the year. The reward is that the SAT may make up a very significant portion of the subject Study Score.



### Assessments:

Teachers are responsible for the initial assessment of SATs. VCAA provides the assessment sheets specifying the criteria for the award of grades. The VCAA authentication policy and procedures apply to SATs.

*The assessment requirements for SATs in these studies are described in the VCE Study Design document for each of these studies.*

## **13.0 GENERAL ACHIEVEMENT TEST (GAT)**

All students enrolled in one or more sequence of Unit 3 & 4 must sit the GAT in June.

The GAT consists of a general test covering three broad areas:

- Mathematics
- Science and Technology
- Humanities and Social Sciences

Dictionaries are permitted in the GAT, but calculators are **not**.

Results from the GAT will be reported individually to students and the College at the end of the year. Students will receive separate scores from each of the three parts of the GAT. However, the GAT does not form a part of a student's ATAR and is not used for tertiary selection processes.

The VCAA will use the GAT scores in:

- The statistical moderation of SACs
- Checking the accuracy of student scores in exams
- The calculation of Derived Exam Scores
- The review of SATs

## **14.0 AUTHENTICATION**

Authentication is the term used to cover the procedures for **ensuring that the SACs and SATs submitted by the students for assessment tasks is their own work.**

All unacknowledged work submitted by students must be genuinely their own. It is the student's responsibility to produce evidence to help authenticate their work. Faculties are responsible for designating the relevant procedures and requirements. Procedures used to authenticate student work include:

- students retaining appropriate documentation of the development of their work
- work completed in class under teacher supervision – 90% attendance
- keeping records of consultants with the student
- setting a test or requiring an oral explanation of work
- all resources used are acknowledged by students
- knowledge of student's ability and past history
- changing topics if appropriate.

Students should also be aware of the Colleges policy statement regarding Intellectual Theft / Plagiarism (see College website for further information).

Those sections of work that cannot be authenticated will not be assessed.



## **15.0 SPECIAL PROVISION**

The underlying principle of the VCAA Special Provision policy is to ensure that the most appropriate, fair and reasonable arrangements and options are available for students to demonstrate their capabilities; if their learning and assessment programs are affected by illness, impairment or personal circumstances. Special Provision should provide equivalent, alternative arrangements for students but not confer an advantage over other students.

For VCE external assessments, which include all VCE examinations, the Extended Investigation Critical Thinking Test and oral presentation and the General Achievement Test (GAT), VCAA is responsible for determining the eligibility and for granting approval in the form of Special Examination Arrangements and the Derived Examination Score (DES).

### **15.1 Special Examination Arrangements**

Students may be eligible for Special Provision if, at any time, they are adversely affected in a significant way by:

- An acute or chronic illness (physical or psychological)
- Factors relating to personal circumstances
- An impairment or disability, including learning disorders.

**Applications must be made on the 2022 Special Examination Arrangement Application form which may be obtained from the Director of Students. The application MUST be accompanied by a MEDICAL SPECIALIST. APPLICATIONS CLOSE IN EARLY MARCH 2022.**

### **15.2 Derived Examination Score (DES)**

Students are only eligible for a DES for a VCE external assessment if they meet all of the following criteria:

- if they have completed the course of study leading to the external assessment, and have a result for at least one other graded assessment in the same study
- if they experience the onset of an illness or the occurrence of an injury, personal trauma or serious intervening event in the period before or during a VCE external assessment, that has either prevented them from attending the external assessment or significantly affected their performance during external assessment
- if they provide independent professional written evidence that demonstrated the illness, injury, personal trauma or serious intervening event has affected their performance in the external assessment or has prevented them from attending the external assessment.

**Applications must be made through the Director of Students no later than 7 days after the student's last examination. The application MUST be accompanied by a MEDICAL SPECIALIST.**



## **16.0 BREACH OF SENIOR SCHOOL POLICIES**

The consequences for breach of College policies such as uniform, general conduct etc. may be found on the College website [www.sosc.vic.edu.au](http://www.sosc.vic.edu.au) and apply to the entire School.

The College's VCE Policies are informed by the VCAA rules governing the conduct of the VCE. Consequently, the College may interpret any breach of its VCE Policies as a breach of VCAA Policy.

*This may have serious consequences as such as interpretations often leave little scope other than for the College to determine a Unit result of "**N**" for a student.*

## **17.0 APPEALS PROCESS**

Students feeling concern should feel free to question rulings made by the College relation to their behaviour or to their compliance with College VCE Policies.

***Appeals will only be considered on procedural grounds*** and not whether or not one agrees with the College or the VCAA Policy.

**Any breach of the VCAA rules relating to assessment will be dealt with according to the procedures outlined in the VCE Administrative Handbook.**

Please refer to the Appeals form; a student may seek to have their Teacher, Mentor or another person to help them present information. **It is the student's responsibility to produce any relevant evidence in support of such an appeal.**

In attempting to resolve a concern, the student should first discuss the matter with the subject teacher and, should the matter not be resolved, then with the Director of Students.

The Director of Students will then discuss the concern with the teacher, the student, their parents and subsequently refer the matter to the Assistant Principal if need be.

Appeals that reach this stage will be decided by the College Principal.

**Ms. Helen Koziaris**  
**College Principal**

**Ms. Grace Terdich**  
**Director of Students**



## SENIOR SCHOOL 2022 RULES AND PROCEDURES AGREEMENT

Parent / Guardian / Student Acknowledgement

**I acknowledge that I have received the South Oakleigh College Senior School Policy Statement "2022 Rules and Procedures"**

**I understand and accept that my son / daughter must:**

- **attend 90% of classes** to satisfy VCE / VET time requirements
- **not leave** the school grounds during the day without permission
- **attend AFTER SCHOOL Unit 3 & 4 SACs** on a day to be specified by the Principal
- as required, **attend any Unit 3 & 4 SAC redemptions**, held at the College, on **Saturday mornings, Fridays after School** or, at other times, as directed by the Principal
- abide by all College rules
- be present in **full College uniform** at all times, wearing the College blazer to and from the College

**I understand that my son / daughter is working towards achieving:**

- |  |  |
|--|--|
|  | A Scored VCE with the intention of receiving an ATAR at the end of Year 12 |
|  | A Non-Scored (S-Only) VCE with no ATAR at the end of Year 12               |
|  | A Modified Senior School Certificate at the end of Year 12                 |

**SPECIAL CONDITIONS: Repeating Year    10    11    12**

**A signed copy of this agreement will be kept in the student's file at the College.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent:** \_\_\_\_\_ **Date:** \_\_\_\_\_





## Senior School – Student Appeal Form

Name: \_\_\_\_\_ Year: \_\_\_\_\_

Subject: \_\_\_\_\_

Issue: \_\_\_\_\_

Teacher Involved: \_\_\_\_\_

This form is to be used by Senior School Students who wish to appeal a decision that has been made about their VCE Studies, behaviour, or any other issue.

*NB: Appeals will only be considered on procedural grounds and not on whether or not one agrees with the College or THE VCAA policy.*

Please briefly describe what you are appealing about **AND** why you think that an incorrect decision has been made:

Name of one other person you would like to help you explain the situation:

**PLEASE RETURN THE COMPLETED FORM TO THE GENERAL OFFICE**

Received Date: \_\_\_\_\_



## Letter to Parents of Drivers and Passengers

Dear Parent/Guardian,

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

Your child, \_\_\_\_\_ has indicated that:

- has indicated that he/she intends to drive to school
- will be a passenger of another student who is driving to school

South Oakleigh College expects that all student drivers will adhere to the conditions of their licence and the road rules and will drive in a safe and responsible manner. If the school becomes aware that a student driver has driven in an unsafe or irresponsible manner, police will be notified.

Students are not permitted to drive themselves to and from camps, excursions or other school activities unless previously arranged and agreed in consultation with the school Principal, and only in exceptional circumstances or in circumstances where all students are required to make their own way to the event. Consistent with Victoria's Graduated Licensing System conditions, students are permitted to drive only one peer passenger (aged 16-22), unless the passengers are siblings of the driver.

Students are not permitted to use their car during the school day unless it is for an approved reason such as an unavoidable medical appointment. A certificate of attendance at the appointment is required.

If students act in breach of this policy, parents/carers will be notified and appropriate student sanctions will apply.

South Oakleigh College takes no responsibility for damage to vehicles parked in the student car park and parking is at the vehicle owner's own risk.

To ensure that all involved are aware of these requirements, student drivers and a parent/guardian and, where appropriate, a parent/guardian of any passengers, are required to sign a Parent Permission and Student Agreement Form.

The form must be signed and returned prior to students using the designated parking area. These requirements are intended to ensure the welfare and safety of students at our school and the local community.

Helen Koziaris  
College Principal



## Students Driving Cars to School Expectations

Any student that holds a valid Victorian licence who intends to drive to school, whether on a regular basis or occasionally must comply with the school policy and is required to complete the Parent Permission and Student Agreement Form.

### School Requirements

1. Student licence details and car make, and registration must be recorded with the school.
2. Students may only park in the designated student parking area.
3. Students are not permitted to carry other students as passengers to and from school without the written permission of their parent/guardian and the passenger's parent/guardian. The school has a policy that, no more than one peer aged passenger should travel with the driver, in line with Graduated Licensing System (GLS) peer passenger restrictions. The GLS condition requires all P1 drivers to carry no more than one peer passenger (aged 16-22 years). Peers do not include siblings. This condition does not apply when a fully licensed driver is sitting in the front passenger seat.
4. Students are required to notify the school of any passenger who may be travelling with them to and from school.
5. Student drivers, a parent/guardian and, if relevant, the parent/guardian of any passenger, must sign the Parent permission and Student Agreement Form.



## Students Driving Cars to School - Parent Permission and Student Agreement Form

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

Student Name	
Student Home Group	
Car Make/Model	
Colour of car	
Car Registration Number	
Driver's License Number	

**Note:** If the student intends to drive any car other than the one registered on this form, it must also be registered with the school.

### Permission of Parent/Guardian of Student Driver

I give permission for my child: \_\_\_\_\_

to drive to school and take the passenger indicated on this form. I am aware of Victoria's Graduated Licensing System conditions and the school requirements regarding students driving to school.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

### Permission of Parent/Guardian of Passenger

I give permission for my child: \_\_\_\_\_ Home Group: \_\_\_\_\_

to be driven by the following student until further notice: \_\_\_\_\_

I am aware of Victoria's Graduated Licensing System conditions and the school requirements regarding students driving to school.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

### Student Driver

I agree to adhere to Victoria's Graduated Licensing System conditions and the school requirements regarding students driving a car to school.

Signature of Student Driver: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Note:** A photograph of the student's driver licence must be attached to this form.



## School Car Parking Permission Form

This form must be completed and lodged at the General Office prior to a School Parking Permit being issued.

### Note:

1. If the student intends to drive any car other than the one registered on this form, it must also be registered with the school.
2. A photocopy of the student's licence must be attached to this form.

**In signing this we accept all conditions outlined in the school's Student Driver Policy**

### Description of Vehicle

Car Registration Number: \_\_\_\_\_ Colour of Car: \_\_\_\_\_

Make/Model of Car: \_\_\_\_\_

### (a) Student Driver Section

Student Name: \_\_\_\_\_

Home Group: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### (b) Parent of Student Driver Section

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### (c) School Approval Section

Approved by: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Student Passenger Permission Form

This form must be completed by a parent/guardian of any student intending to travel to school as a passenger of a student of this school who drives a car to and from school.

I give approval for my child to travel in the car driven by another student (listed below) of the school.

Student Passenger's Name (my child): \_\_\_\_\_

Student Driver's Name: \_\_\_\_\_

### We accept all conditions detailed in the school's Student Driver Policy

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Passenger's Name: \_\_\_\_\_

Student Passenger's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### School Approval

Approved By: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_