



College Policies

Explore. Dream. Discover.

assessment policy

College assessment policy for Year 7, 8, 9 and 10

Student Expectations

Students will:

- Complete the necessary work requirements of each course by the due date and submit the assessed work to the teacher.
- Complete all assessment tasks described in the course outlines.
- Talk to the teachers concerning missed assessments and extra time requests before the due date.
- Provide a note from home explaining to the teacher any concerns regarding assessment issues.

Teacher Expectations

Teachers will:

- Develop teaching/learning programs that link to the Western Australian Curriculum.
- At the commencement of the course, provide students with a course outline and an assessment schedule which clearly states dates of all planned assessment tasks including tests, essays, investigations, projects and exams.
- Ensure that all assessments comply with the six Principles of Assessment as described in the Western Australian Curriculum and Assessment Outline.
- Maintain accurate records of student achievement and assessment.
- Adhere to College and external time frames for assessment and reporting.
- Inform students and parents/guardians of academic progress as appropriate. This may include informal contact.
- Notify parents/guardians if a student is at risk of not achieving a satisfactory grade for a course.

Parent Expectations

Parents will:

- Supply students with the opportunity, materials, time and place to complete set homework, study and assessment items.
- Provide a written explanation to the teacher when extra time is being requested.
- Contact the teacher if there are concerns regarding achievement, progress, classwork or assessment.

Library expectations

Coodanup College Library follows the consistent practices guidelines as in other areas of the College. Classes not conducting themselves in the expected manner should be returned to their usual classroom.

Student expectations

Students will:

- Follow appropriate user policies with all digital devices (i.e. phones, ipads, etc).
- Consume all food and drink outside the Library. Water is included in this request.
- Access appropriate sites.
- Present private study note or diary to staff at the circulation desk before being seated.
- Return resources by the due date in the same condition they were taken.

Teacher expectations

Teachers will:

- Supervise students outside the Library before entering together quietly and proceeding to their designated area.
- Actively supervise their class and consider other classes in the Library, ensuring students in their class behave in an appropriate manner and stay in booked area.
- Book one area only of the Library for any one period.
- Avoid booking relief classes into the Library.
- Preferably use a seating plan to manage students.
- Not leave a class without a teacher, even for short periods.

Private study

The Library staff aim to assist staff and students by allowing students to work independently in the Library. It is expected that students allowed this privilege are dressed in uniform and able to follow Coodanup College consistent practices protocol.

Library staff will:

- Allow private study students to keep bags with them.
- Provide supervision as necessary.
- Maintain the right to ask a student to leave.
- Decide on number of students able to manage at any one time.

Parent expectations:

- Support the College and encourage their child to be prepared for class.
- Encourage students to return resources.

technology

Student Expectations

Students will:

- Agree to College policies regarding mobile phones and computer use.
- Have mobile phones off and away in school bags at all times.
- Only use their mobile phone out of College hours.
- Use their internet account to look for acceptable material that is only related to learning at the College.
- Only use their own log-in account and keep their personal password secure.
- Make their internet use as efficient as possible.
- Abide by Copyright Laws and will not download or install any software.

Teacher Expectations

Teachers will ensure Duty of Care over students by:

- Upholding the mobile phone policy.
- Removal of mobile phones and handing into the administration office.
- Monitoring student internet usage.
- Contacting parents when they know a student has used technology inappropriately.

Parent Expectations

Parents will:

- Complete the Consent Section of the Enrolment Form.
- Accept responsibility for any theft/loss or damage to mobile phones.
- Collect a mobile phone from the administration office should it be removed on more than one occasion.

attendance

Evidence shows that students who maintain attendance above 90% have the best chance of achieving grades which reflect their ability. It is a legal requirement for all students in Western Australia to attend school regularly. Coodanup College is committed to best supporting student learning by ensuring all students attend class regularly.

Student Expectations

Students will:

- Attend all classes during the College day.
- Know and follow their timetable.
- Arrive to class on time and stay in class for the duration of the lesson.
- Move immediately to class if spoken to by a teacher in the yard.
- Seek assistance from the SAER Team (Students at Educational Risk) and Year Co-ordinators during break time if they have a problem that will affect their ability to be in class.

Teacher Expectations

Teachers will ensure Duty of Care over students by:

- Being at class when students arrive for the lesson.
- Only allowing students to leave class with a student pass.
- Completing attendance records.
- Contacting parents of students with irregular attendance.
- Meeting with any student who they know was at College but did not attend their class to resolve any issues with the student.

Parent Expectations

Parents will:

- Ensure students attend the College regularly.
- Contact the College to cover any absence.
- Contact their child's Form Teacher or Year Co-ordinator to discuss any issues affecting their child's ability to attend the College regularly.

participation

At Coodanup College our priorities are Engagement in Learning, Literacy and Numeracy Improvement and Program Development. We believe that learning is essential for productive and successful lives. Staff and students are encouraged to actively participate in learning.

Student Expectations

Students will:

- Have all equipment required for learning in every class.
- Complete all set class work and homework.
- Follow the teachers instructions the first time given.
- Remain on task and refrain from distracting others.
- Demonstrate pride in their work and perform to the best of their ability.
- Engage in positive approaches when dealing with conflict.

Teacher Expectations

Teachers will:

- Provide students with a course outline and assessment schedule.
- Provide meaningful, relevant and challenging learning experiences that cater for individual student needs.
- Provide students with their classroom management policy and behaviour expectations.
- Communicate with parents on their child's progress and behaviour.
- Support student learning.
- Engage in positive approaches when dealing with conflict.

Parent Expectations

Parents will:

- Ensure students bring all necessary equipment for learning to the College each day.
- Encourage and support students to complete all homework.
- Communicate with teachers on their child's progress.
- Engage in positive approaches when dealing with conflict.

environment

Coodanup College is committed to maintaining an attractive, stimulating and functional environment which is free of damage and litter and is a pleasant and desirable place to work and learn.

Student Expectations

Students will:

- Place any personal litter in the bins provided in the College yard and work together with friends to clean up their sitting area.
- Ensure they use College facilities and equipment in a caring and responsible way.
- Report any damaged property to a teacher or the administration office.
- Participate in tidying their classroom as a class group before leaving at the completion of a lesson.

A No Tolerance Approach will be taken for students who:

- Participate in wilful damage to the College or other people's property.
- Participate in graffiti.

Teacher Expectations

Teachers will:

- Be role models for students.
- Request student groups to clean up their sitting areas in the yard.
- Have processes in place to monitor use and storage of College equipment.
- Report any damage to the administration office.
- Ensure students clean up classrooms before leaving the room at the completion of the lesson.

Parent Expectations

Parents will:

- Support the Colleges' No Tolerance approach to wilful damage and graffiti.
- Receive bill payment for any wilful damage to College property.

student dress code

Students at Coodanup College are required to be in full College uniform. A uniform promotes a sense of pride as well as ensuring the welfare of our students.

Student Expectations

Students will:

- Always wear full College uniform.
- Change into Physical Education uniform when they attend PE lessons.
- Change into PPE (personal protective equipment) work wear during Auto, Construction and Engineering classes.
- Follow the directions of any teacher to put on their uniform or ring home to get a uniform brought to the College.

Teacher Expectations

Teachers will:

- Talk to students out of College uniform.
- Arrange contact home to bring a uniform to the College for the student.

Parent Expectations

Parents will:

- Ensure students wear the full College uniform.
- Arrange for an alternative uniform if contacted by the College.

Dress Code

Shirt	Graphite grey with logo – College issue.
Physical Education Shirt/Shorts	House shirt with logo and black shorts – College issue.
Dress Shorts, Skirts & Trousers	Black – College issue.
Dress	Grey check with logo –College issue.
Jacket	Black with logo – College issue.
Footwear	Black lace up, flat, closed in shoes and black or white socks or black stockings. Sneakers are required for sport.
Optional Items	Black Tie and Black Scarf – College issue.
Personal Protective Equipment	Blue overalls with logo and student name – College issue. Steel capped safety boots. (Must be worn during Auto, Construction and Engineering classes).