

College Policies 2022



Explore. Dream. Discover.

Assessment Policy

College Assessment Policy for Year 7, 8 and 9

Student Expectations Students will:

- Fully participate in the learning experience
- Study and complete set tasks described in the course and assessment outlines
- Adhere to time schedules, ensuring that extra time requests are discussed with the teacher before the due date.

Staff Expectations Staff 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
- Work with students and parents to ensure a satisfactory grade.

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 assessments.

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:

- Come to College on time
- Be on time to lessons
- Stay in class
- Stay within College boundaries throughout the school day
- Seek assistance from Year Coordinator during break time if they have a problem that will affect their ability to be in class.

Staff Expectations Staff 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
- Discussing factors that may be contributing to known truancy with students and assist with resolving any issues.

Parent Expectations Parents will:

- Ensure students attend the College regularly
- Contact the College to explain any absence
- Contact their child's Home Room Mentor or Year Coordinator to discuss any issues affecting their child's ability to attend the College regularly.

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:

- Play safely
- Leave bikes/scooters in assigned areas using a suitable lock
- Wait calmly for the bus
- Wait patiently in queues
- Leave their classroom tidy
- Put litter in the bins
- Take care of the College environment
- Use technology and resources appropriately.

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.

Staff Expectations Staff 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
- Be invoiced for any wilful damage to College property their child has caused
- Provide a suitable lock for bikes/scooters.

Participation in Learning

At Coodanup College our priority is quality Teaching and Learning. We believe that learning is essential for productive and successful lives. Staff and students are encouraged to actively participate in learning and ensure there is no disruption to the learning of others.

Student Expectations Students will:

- Bring all necessary equipment
- Fully participate in the learning experience
- Follow fair and reasonable instructions
- Actively listen
- Study and complete set tasks
- Read for learning
- Put their hands up to speak
- Let others learn
- Keep their work neat and tidy
- Encourage positive activities
- Manage conflict responsibly
- Acknowledge their success and that of others.

Staff Expectations Staff will:

- Provide students with a course outline and assessment schedule
- Provide meaningful, relevant and challenging learning experiences that cater for student needs
- Explicitly teach and model the clear behaviour expectations in the Positive Behaviour Support Matrix
- Communicate with parents on their child's progress and behaviour
- Support student learning
- Manage conflict responsibly.

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
- Manage conflict responsibly.

*We will learn. We will be safe.
We will be fair. We will be proud.*

Positive Behaviour Support

Coodanup College is a 'Positive Behaviour Support' (PBS) school. All of our processes and procedures are designed to encourage students to meet our school wide expectations. Our College views student behaviour in educational terms, and actively rewards and acknowledges positive student behaviour.

Student Expectations

- Students will:
- Promote the College value 'We will learn' and respect the right of others to learn
 - Ensure they meet the responsibilities of the College value 'We will be safe' by taking care of themselves and others
 - Uphold the College value 'We will be fair' by treating others as they would like to be treated themselves
 - Demonstrate the College value 'We will be proud' by wearing the College uniform with pride and displaying exemplary behaviour at all times.

Staff Expectations

- Staff will:
- Model the College values - We will learn, We will be safe, We will be fair, We will be proud
 - Explicitly teach the College values to students
 - Use classroom management strategies (CMS) and direct students to the PBS Matrix expectations when correcting student behaviour
 - Reward students demonstrating the College values through the VIVO system
 - Celebrate student success.

Parent Expectations

- Parents will:
- Encourage students to meet the College values: We will learn, We will be safe, We will be fair, We will be proud
 - Work as partners with the College to support students to modify and improve behaviour that is not meeting the College values
 - Communicate positively with the College when there are concerns with behaviour.

Technology

Student Expectations

- Students will:
- Follow the Department of Education Student Mobile Phones in Public Schools Policy
 - Use mobile devices for educational purposes only when instructed by the teacher (Years 11 & 12 only), otherwise mobile devices* should be off and away, all day as per policy
 - Hand mobile device to teacher immediately if instructed: to be stored in the administration office for collection as per policy
 - Make responsible choices, using the internet to research appropriate sites related to learning only
 - Only use their own login account and keep their personal password secure
 - Be law abiding citizens and adhere to copyright laws and downloads
 - Be kind and considerate of others on social media.

** Mobile device include: Phone, ear buds, music player or smart watch*

Staff Expectations

Staff will ensure Duty of Care over students by:

- Upholding the technology policy and the Department of Education Student Mobile Phones in Public Schools Policy
- Removal of mobile devices and handing into the administration office, if used outside educational purposes without permission
- Monitoring student internet usage
- Contacting parents when they know a student has used technology inappropriately.

Parent Expectations

- Parents will:
- Support the College in upholding the Department of Education Student Mobile Phones in Public Schools Policy
 - Complete the Consent Section of the Enrolment Form
 - Accept responsibility for any theft/loss or damage to mobile devices
 - Collect a mobile device from the administration office should it be confiscated
 - Work collaboratively with the College to keep devices at home if they are causing concern at the College
 - Inform the College of any negative social interaction that occurs beyond the College operating hours, that may impact the positive running of the College.



"Twenty years from now you will be more disappointed
by the things that you didn't do than by the ones
you did do. So throw off the bowlines.
Sail away from the safe harbour.
Catch the trade winds in your sails.

Explore. Dream. Discover."

Mark Twain



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