

Kurunjang Secondary College



Senior School Parent & Students' Handbook

2009

Senior School Personnel 2009

Principal:	Sandra Eglezos
Assistant Principal:	Sue Binger & Gordon Harvey
Senior School Coordinator :	Sarah Loughlin
VCE Coordinator:	Nicole Hulett
VCAL Co-ordinator:	Maria Baker
Careers Co-ordinator:	Merrill Farmer
VET Coordinator:	Michael Monahan
Year 10 Coordinator:	Dwayne Connell
Welfare Co-ordinator:	Glenda Neilson
Health Promotion Nurse:	Wendy
Guidance Officer:	Daniel Torpy

Homegroup Teachers

Homegroup	Homegroup Teacher
12 A	Frank Kovacevic/Carolyn Hansen
12 B	Malcolm Hartup/Emma Patchett
12 C	Leanne Sinclair
12 D	Tony Milligan
11A	Merrill Farmer
11B	Maria Baker
11C	Martin Attard
11D	Joe Costa/Ian Roberts
11E	Glenda Nielsen
11F	Allan Fawns

Year 12 Class Teachers

Study	Units 3 & 4
Art	Anita Kindtner
Biology	Frank Kovacevic
Business Management	Janneen O'Connell
Design and Tech: Timber	Mike Kaplan
Design and Tech: Textiles	
English	Barry Jackson, Margaret Duffy, Peter Davies
English Language	Sue Phillips
Food Technology	Emma Patchett
Health & Human Development	Nicole Hulett
Information Processing & Manage.	Martin Attard
Legal Studies	Tina Walkaden
Literature	Belinda Fortune
Maths Methods	Sarah Loughlin
Maths Further	Sarah Loughlin, Les Kokocinski, Jasmin Sciberras
Maths: Specialist	Leanne Sinclair
Music Performance	Joanne Zerafa
Outdoor Education	Tony Milligan
Physical Education	Tony Milligan
Physics	Leanne Sinclair
Psychology	Scott McDowell
Studio Arts: Digital	David Oastler
Systems and Tech: Electronics	Malcolm Hartup
Visual Communication	Greg Mc Crae

Year 11 Class Teachers

Study	Unit 1 & 2
Art	Anita Kindtner
Biology	Chris Tremoulis
Business Management	Janneen O'Connell
Chemistry	John Geros
Design Technology - Timber	Ian Roberts
Design Technology - Textiles	Daniella Loza
English	Barry Jackson, Belinda Fortune, Natalie Gauci, Joe Costa
English Language	Jennifer Leigh Jones
Food Technology	Emma Patchett
Health Human & Development	Glenda Neilson, Dwayne Connell
Information Technology	Martin Attard
Literature	Belinda Fortune
Legal Studies	Meli Panagiotidis
General Maths	Jasmin Sciberras, Rod Thynne
General Maths Adv	Les Kokocinski, James Slade, Rod Thynne
Mathematical Methods	Leanne Sinclair
Music Performance	Joanne Zerafa
Outdoor Education	Tony Milligan
Physical Education	Dwayne Connell
Physics	Leanne Sinclair
Psychology	Lea Zerman
Studio Arts (Digital)	David Oastler
Systems Engineering	Malcolm Hartup
Visual Communication	Greg McCrae
Personal Development Skills	Marie Baker, Michael Monahan
Work Related Skills	Peter Davies, Merrill Farmer
VCAL Numeracy	Caroline Foster, Jasmin Sciberras
VCAL Literacy	Maria Baker, Geoff Pentecost

VET (at Kurunjang Secondary)

Study	Teacher
Automotive	Michael Monahan
Information Technology	David Oastler
Multimedia	Gavin Clifford

Important Dates:

Tuesday 24 ^h March	Parent Teacher Interviews
Friday 3 rd April	End of Term 1
Monday 20 th April	Start of Term 2
Monday 1 st June – Friday 5 th June	Unit 1 Exams
Tuesday 9 th June – Thursday 11 th June	Unit 3 Exams GAT
Friday 26 th June	End of Term 2
Monday 13 th July	Start of Term 3
Thursday 3 rd September	Parent Teacher Interviews
Friday 18 th September	End of Term 3
Monday 5 th October	Start of Term 4
Friday 30 th October – Friday 20 th November	Unit 4 Exams
Monday 23 rd November – Friday 27 th November	Unit 2 Exams
Monday 30 th November – Friday 4 th December	Compulsory VCE Orientation for 2009
Friday 4 th December	Last day – Year 11 students

ATTENDANCE

Class Time:

- All VCE units run for ten sessions per fortnight.
- Year 12 students generally study five units per semester, (some students are undertaking six units per semester), so they may have up to ten study sessions per fortnight. .
- Students have been advised that they are required to attend school for every session, regardless of whether they have private study or a scheduled class.
- Students have been similarly advised that they are expected to study in either the Library or the Senior School study area .
- As with all other students of the college, students are not permitted to roam the yard during private study sessions.

Home Group:

- Students are expected to be punctual to Homegroup each day.
- Homegroup sessions will be used to disseminate key information to students as well as provide an increased opportunity to build study skills with all students during extended homegroup using the new College Planner.

College Attendance Policy:

Students are required to maintain 90% attendance in each of their classes. Students whose attendance falls below these levels will be required to attend an after school make up class. **(It's Not OK to be Away Policy)**

AUTHENTICATION

The VCAA sets down seven rules which a student **must** observe when preparing work for assessment. These rules apply to Coursework and School-assessed Tasks. They are:

1. A student must ensure that all unacknowledged work submitted for assessment is **genuinely** his or her own.
2. A student must **acknowledge** all resources used, including -text, websites and source material .the name(s) and status of any person(s) who provided assistance and the type of assistance provided.
3. A student must not receive **undue assistance** from any other person in the preparation and submission of work.

Acceptable levels of assistance include:

- The incorporation of ideas or materials derived from other sources, (by reading, viewing or note taking), but which has been transformed by the student and used in a new context.
- Prompting and general advice from another person which leads to refinements and / or self-correction

Unacceptable levels of assistance include:

- Use of, or copying of, another person's work or other resources without acknowledgement
 - Corrections or improvements made by or dictated by another person.
4. A student must not submit the same piece of work for assessment in more than one study.
 5. A student who knowingly assists other students in a breach of rules may be penalised.
 6. A student must sign the declaration of authenticity for work done outside class at the time of submitting the completed task. This declaration states that all unacknowledged work is the student's own.
 7. A student must sign a general declaration that he or she will obey the rules and instructions for the VCE, and accept its disciplinary provisions.

COMPLETION OF VCE

How Does a Student receive their VCE?

In order for a student to achieve their VCE certificate, they must, over the duration of studying VCE,

- Satisfactorily complete 16 units, of which they must
- Satisfactorily complete 3 units of "English"
- Satisfactorily complete 3 other Unit 3 & 4 Sequences apart from "English"

Note: English may include: English, English Language, Literature, Foundation English (Year 11 Only)

How Does a Student Satisfactorily Complete a Unit?

Each unit is made up of a number of outcomes, generally three. These are statements that outline the minimum skills that a student should develop and demonstrate while studying the unit. A student must achieve a satisfactory result for each of the outcomes. If they receive an 'N' for an outcome, they cannot pass the unit.

To achieve an outcome the student must:

- produce work that meets the required standard
- submit work on time
- submit work that is clearly his or her own
- observe VCAA and school rules.

Teachers will make every endeavour to inform parents if students are at risk of not achieving a satisfactory result for an outcome or if a student falls behind in work.

What Happens if a Student Gets an N for an Outcome?

If a teacher determines that a student's work does not meet the required standard for satisfactory completion of an outcome, the teacher may require the student to submit additional work, or re-submit work that has already been assessed that will allow the student greater opportunity to demonstrate an improved standard of understanding.

Note: students are NOT able to re-submit work that is used for School-Assessed Coursework, (SACs).

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 time changes are made the work is saved onto a back-up file. The back-up file should not be stored with the computer.

Computer difficulties do not automatically result in a granting of extension of time for submission of work.

COURSEWORK

Extension of time

An extension of time for all students in a class will only be given on condition that all students are given adequate notice and that no one in the class or another class is advantaged or disadvantaged by the change.

Extension for an individual student will only be granted in special circumstances.

Please note, due to deadlines that need to be met in completing coursework, assessing and reporting student performance, deadlines for submission of student work must be met.

Lost, stolen or damaged work

A student who has lost work, or has had work stolen or damaged, must make a written statement of the circumstances. The statement must be signed and dated. Schools must keep a record of the loss or damage, but should not report them to the VCAA, (except in the case of the School-assessed Task). The principal, acting on advice from the teacher, and on the basis of records kept, shall determine the unit result [or an initial score for an assessment task] for the student. **Note:** This does not apply to work lost or damaged due to computer misuse or malfunction.

EXAMINATIONS:

General Achievement Test (GAT)

All VCE students enrolled in one or more Units 3 and 4 sequences, including VET courses with a scored assessment, must sit the General Achievement Test (GAT). Students will sit the GAT **on Thursday 11th June**.

Components of the GAT include:

- Written communication
- Mathematics, science and technology
- Humanities, the arts and social sciences.

Although GAT results do not count directly towards VCE results, VCAA will use GAT scores in checking the accuracy of student scores in examinations and the range of scores for School-assessed Coursework and School-assessed Tasks.

Examinations in Each Study

Every Unit 3 / 4 study has at least one examination during the year.

Exams are generally of 90 minutes duration. It is expected that all students will remain in the examination room for the duration of the exam optimising their opportunity to demonstrate a higher level of achievement. College policy is that every student enrolled in a Unit 3 / 4 study will undertake the examination.

Examination timetables for June, October/November and for performance examinations are included on pages 10 – 13.

What Happens if a Student Gets Sick during the Examination Period?

If a student is ill or affected by other personal circumstances at the time of an examination and whose examination result is unlikely to be a fair or accurate indication of their learning or achievement in the study may apply for a Derived Examination Score.

Students generally must attend for the examination even if they are ill. Communication with the College is vital in these circumstances.

Students must attend a doctor to obtain a medical certificate outlining the impact of their illness on the student's performance on the examination.

Special Provision for Examinations.

Students are eligible for Special Examination Arrangements if it can be demonstrated that achievement on the examination is adversely affected by

- Accident or sudden onset of illness
- Personal circumstances
- Long-term impairment.

Applications for Special Examination Arrangements must be accompanied by recent supporting medical or other specialist documentation.

Special Examination Arrangements may take the form of

- Extra reading time in addition to the official reading time
- Extra writing time in addition to the official writing time
- Rest breaks.

STUDY SCORES

How does a student get a study score for a Unit?

In addition to receiving a satisfactory result for a unit, a student is required to complete Assessment Activities, (either SATs or SACs) in each of their studies. These activities indicate the level to which a student has demonstrated their understanding in a Unit. Assessment activities are generally completed during class time.

SACs

Sacs are School Assessed Coursework activities that are completed over a shorter period of time, either during a single day, or over a week period. The conditions for the completion of SACs must be the same for all students. Students are advised of the criteria by which SACs are assessed, and conditions under which they are completed.

A medical certificate is required for all students who are absent from school during a SAC.

SATS

SATs are School Assessed Tasks. These are completed over a longer period of time, generally result in the development of a product or model, and are undertaken in the following studies:

- Art
- Design and Technology
- Food and Technology
- Studio Arts
- Systems and Technology
- Visual Communication and Design.

If students **do not submit** their work by the specified date, they risk the work not being assessed, and the student being awarded an NA, (not assessed) for the SAT.

SPECIAL PROVISION

When a student is absent from school for prolonged periods, or has been unable to complete all assessment tasks because of illness or other special circumstances, the school may, on application, grant Special Provision for school based assessments.

Students may be granted additional time, special arrangements to complete assessment tasks or tasks may be rescheduled.

PREPARING FOR EXAMS/TESTS

Throughout students' school careers they will be required to sit numerous tests and examinations which will contribute significantly to their assessment. The thought of these often causes feelings of tension and raises doubts about coping amongst students; perfectly natural reactions. The secret to success is being able to see how the knowledge they have learned relates to what they already know and how they can apply it to extend their knowledge further. Performing well on tests and exams relies on being able to understand what is being asked, retrieving the relevant information from the brain and shaping an appropriate answer. To retrieve knowledge from the brain easily, it must be stored in their memory in an organised fashion in the first place. The SQ3R is one such method and it is complemented by efficient note-taking and effective listening.

In the Year 11 / 12 planners there are several focuses that address tests and examinations. The Year 11 / 12 Planner, in particular, has a detailed series of focuses on the topic:-

- The SQ3R Study Method
- Countdown to the Exams
- Exam Preparation
- Effective Exam Revision
- Exam Technique
- Exam Anxiety/ Sitting Exams
- Exam Strategies - One
- Exam Strategies -Two
- Revision: The Key Element
- Subject Revision Techniques
- Revision: Memory Training
- Exam Preparation Checklist
- Exam Terminology

When students say, "I freeze in tests and have a mental block," it basically means that they are unable to use the learned knowledge, aren't comfortable with their preparation and have difficulty retrieving information from their memory storage tanks. If they can say, "I know how to apply the knowledge, I've prepared well and therefore I'll do well," a sound performance will result.

STRESS

There will be times in all students' school careers where they experience stress and anxiety. It is essential for parents and teachers to be "tuned in" to their students to recognise early warning signals so that they can provide the required support. These tense feelings may originate from a number of situations such as:-

- Heavy workload/homework
- Overly high expectations of themselves and from others
- Striving to be "too" perfect and obsessed with detail
- Lack of organisation/ not coping
- Peer group problems/ pressure

It is perfectly natural for these to occur. The key is how to control these feelings before they have too much of an adverse effect on students' self esteem and progress. In the Senior planners are focuses which address stress and anxiety and how to manage them:-

- Stress Warning Signals pg. 68
- Stress Control pg. 70

A proactive approach is for students to identify and list their main sources of stress / anxiety and their individual warning signals. Then when they first start to see these signals they should be encouraged that

seek support from their Team and use the strategies in the above focuses to control them. Anxiety caused by tests and exams is discussed in several focuses.

TIME MANAGEMENT

“Time” is the one thing that we all have the same amount of, but it’s amazing how often we run out of it and are “Time poor”. It is avoidable, but requires common sense prioritising and a purpose to achieve. Before students can control their time, they have to understand where it goes. A tedious, but very rewarding exercise for them, is to summarize their time usage over three days under the headings:-

- Sleeping, Eating and Dressing, and Travelling
- School Sport /Exercising, Part-time job
- Leisure/T.V./Visiting, Studying

This exercise should be done in conjunction with students completing their “Musts and Options” section. Quite often the largest timewaster for students (and in fact all of us), is just idling and wandering around between activities; basically doing nothing- “nothing time”. Being aware and reminded of it helps students convert it to “something time”; achieving something meaningful. Included in the planner are focuses which address this area:-

- Time Management
- The Holidays
- Musts and Options

June examinations and GAT timetable

Each examination commences with a 15-minute reading period which is included in the times shown in the timetable.

Tuesday 9 June	9:00 am – 10:45 am	11:45 am – 1:30 pm	2:45 pm – 4:30 pm
	Biology Exam 1	Physics Exam 1	Accounting Exam 1
Wednesday 10 June	9:00 am – 10:45 am	11:45 am – 1:30 pm	2:45 pm – 4:30 pm
	Psychology Exam 1	Chemistry Exam 1	Environmental Science Exam 1
Thursday 11 June	10:00 am – 1:15 pm		
	General Achievement Test (GAT)		

2009 Examinations with a performance or oral component

The assessment period for these examinations is from Monday 5 October to Sunday 1 November.

In some cases, country students will be assessed in Melbourne.

Students presenting for LOTE examinations: Oral component and Performance examinations will be issued with individual advice slips. These slips along with further information will be made available to schools from **Monday 10 August**. Examination advice slips advise students of the date, time and location of their examinations.

LOTE Examinations: Oral component

Monday 5 October to Thursday 29 October	LOTE Examination: Oral component (except Indigenous Languages of Victoria, Classical Greek, Classical Hebrew and Latin)
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Performance examinations

Monday 5 October to Thursday 29 October	Drama: Solo Theatre Studies: Monologue Dance VCE VET Dance
Monday 5 October to Sunday 1 November	Music Group Performance Music Solo Performance VCE VET Music

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2009 Written Examinations

October LOTE examinations: Written component

Each examination, except for Arabic, Korean First Language and Korean Second Language, commences with a 10-minute reading period which is included in the times shown in the timetable.

Tuesday 20 October	2:00 pm – 5:00 pm Albanian, Armenian, Bosnian, Croatian, Dutch, Filipino, Hebrew, Hindi, Hungarian, Khmer, Macedonian, Maltese, Persian, Polish, Portuguese, Punjabi, Romanian, Russian, Serbian, Sinhala, Swedish, Tamil, Turkish, Ukrainian, Yiddish
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Arabic, Korean First Language and Korean Second Language written examinations commence with a 15-minute reading period which is included in the times shown in the timetable.

Tuesday 20 October	2:00 pm – 4:15 pm Arabic, Korean First Language, Korean Second Language
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Auslan

Wednesday 28 October	8:00 am – 6:00 pm Students are scheduled in one of the three two-hour sessions. Each session is preceded by 10 minutes of reading/viewing time.
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End-of-year WRITTEN examination timetable

Each examination commences with a 15-minute reading period. The reading period is included in the times shown in the timetable.

Note: Schools will be notified of the dates and times of the Classical Greek and Classical Hebrew Examinations.

The following examinations have an audio component:

- Music Styles
- Music Group Performance
- Music Solo Performance
- VET Music Industry (Technical Production)
- all LOTEs **except** Indigenous Languages of Victoria, Classical Greek, Classical Hebrew and Latin.

Friday 30 October	9:00 am – 12.15 pm	3:00 pm – 4:15 pm
	English English (ESL)	Specialist Mathematics Exam 1

Monday 2 November	9:00 am – 10:45 am	11:45 am – 1:30 pm	3:00 pm – 5:15 pm
	Biology Music Performance: Group	Further Mathematics Exam 1	Specialist Mathematics Exam 2
Tuesday 3 November	Public Holiday No Examinations		
Wednesday 4 November	9:00 am – 10:45 am	11:45 am – 1:30 pm	3:00 pm – 5:15 pm
	Agricultural and Horticultural Studies VET: Sport & Recreation Theatre Studies	Further Mathematics Exam 2	History: Renaissance Italy English Language Sociology
Thursday 5 November	9:00 am – 10:45 am	11:45 am – 1:30 pm	3:00 pm – 5:15 pm
	Psychology VET: Electrotechnology	Accounting	Literature
Friday 6 November	9:00 am – 10:15 am	11:45 am – 2:00 pm	3:00 pm – 5:15 pm
	Mathematical Methods Exam 1 Mathematical Methods (CAS) Exam 1	Health and Human Development	Economics VET: Multimedia*

* computer based

Monday 9 November	9:00 am – 10:45 am	11:45 am – 2:00 pm	3:00 pm – 5:15 pm
	Design and Technology VET: Equine Industry VET: Financial Services	Mathematical Methods Exam 2 Mathematical Methods (CAS) Exam 2	Physical Education
Tuesday 10 November	9:00am – 10:45am	11:45am – 1:30pm	3:00pm – 5:15pm
	VET: Hospitality (F&B) VET: Hospitality (CC)	Visual Communication and Design	Classical Societies and Cultures Australian History IT: IT Applications
Wednesday 11 November	9:00 am – 10:45 am	11:45 am – 1:30 pm	3:00 pm – 5:15 pm
	Studio Arts	Music Performance; Solo Dance Physics VET: Business Administration VET: Community Services	Legal Studies
Thursday 12 November	9:00 am – 10:45 am	11:45 am – 2:00 pm	3:00 pm – 5:15 pm
	Chemistry VET: Furnishing VET: Music Industry	History: Revolutions	IT: Software Development National Politics Outdoor and Environmental Studies
Friday 13 November	9:00 am – 10:45 am	11:45 am – 2:00 pm	3:00 pm – 5:15 pm
	Art	Geography	Business Management

	Systems Engineering		
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Monday 16 November	9:00 am – 10:45 am VET: Information Technology Drama	11:45 am – 2:00 pm LOTE: • Latin • Spanish • Vietnamese Media	3:00 pm – 5:15 pm LOTE: • Japanese FL • Japanese SL Philosophy
Tuesday 17 November	9:00 am – 10:45 am Food and Technology	11:45 am – 2:00 pm LOTE: • Greek • Indigenous Languages of Victoria • Italian	3:00 pm – 5:15 pm LOTE: German Religion and Society Texts and Traditions
Wednesday 18 November	9:00 am – 10:45 am VET: Engineering	11:45 am – 2:00 pm LOTE: French Industry and Enterprise	3:00 pm – 5:15 pm International Studies Music Styles
Thursday 19 November	9:00 am – 10:45 am Environmental Science VET: Laboratory Skills	11:45 am – 2:00 pm LOTE: • Chinese FL • Chinese SL • Chinese SL Advanced	3:00 pm – 5:15 pm LOTE: • Indonesian FL • Indonesian SL

Performance examinations

End-of-year WRITTEN examination timetable

Each examination commences with a 15-minute reading period. The reading period is included in the times shown in the timetable.

The following examinations have an audio component:

- Music Styles
- Music Group Performance
- Music Solo Performance
- VET Music Industry (Technical Production)
- all LOTEs **except** Indigenous Languages of Victoria, Classical Greek, Classical Hebrew and Latin.