



Alphington
GRAMMAR SCHOOL



Years 7 and 8 Information Handbook

2023

Welcome

Each year of schooling brings exciting new opportunities and challenges and we encourage all students to be inquisitive and get involved in the School. Students should be familiar with this handbook and then ask questions of staff and older students to learn more about the School and the programs specific to their new year-level.

School is about much more than attending classes and doing academic work. Students who are well informed and determined to involve themselves in the many opportunities provided for them at School are most likely to enjoy their time at School and achieve the greatest success.

Mr Lukas Silver
Assistant Principal, Head of Secondary

[Information Evening: Wednesday 8 February, 6PM via Zoom](#)

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Using this Booklet

This booklet provides our students and families with information, which will assist with the transition into the first two years of Secondary School. The booklet helps to streamline the Parent Information Evening, held in the second week of Term One.

Please email any questions you have, as stipulated in the covering letter, by **Monday 16 January 2023**, as your questions will form the basis of the Parent Information Evening.

Mr Lukas Silver: LS@ags.vic.edu.au

The Principal, **Dr Vivianne Nikou**, Assistant Principal Head of Secondary, **Mr Lukas Silver**, Deputy Head of Secondary, **Ms Deirdre Grealish** and the Year 7 Coordinator, **Mrs Priya Wilson**, will respond to your questions at the Information Evening.

Information Evening: Wednesday 8 February, 6PM via Zoom

Our Values of Personal Excellence

At Alphington, our mission is to formulate well-rounded and world ready individuals. As a non-denominational, values-based School, our six core values of excellence underpin everything we do in our pursuit of our personal best.



General Information

Years 7 and 8 are critically important years for students as they transition to Secondary School and establish good habits that will set them up for success along their Secondary School journey. The single, biggest change the students notice at secondary level is that they work with a different teacher in each learning area. Students at secondary level are expected to take responsibility for their own learning and manage their time accordingly. This includes completing all work requirements, and homework, and meeting all work deadlines.

Students who establish sound study habits and a positive approach to learning in Years 7 and 8 will set themselves up for future success at School. Homework is a regular element of the learning program and students are expected to meet their regular homework requirements.

Students in Years 7 and 8 participate in the scheduled sport and co-curricular programs. This includes the School's House program and experiential learning program. These activities are compulsory and form an integral part of an Alphington Grammar School education.

Senior Staff

Assistant Principal, Head of Secondary: Mr Lukas Silver LS@ags.vic.edu.au

Mr Silver is responsible for the pastoral care of all secondary students with the support of the Deputy Head of Secondary, Ms Deirdre Grealish and the Heads of House.

Mr Silver is also responsible for the delivery of the School's academic program with the support of the Heads of Faculty.

Deputy Head of Secondary: Ms Deirdre Grealish DG@ags.vic.edu.au

Ms Grealish works closely with the Heads of House and the Year 7 Coordinator to cater for the pastoral and wellbeing needs of all secondary students, while ensuring that the students are embracing School values and expectations.

Year 7 Coordinator: Mrs Priya Wilson PW@ags.vic.edu.au





Mrs Wilson is responsible for the transition, pastoral care and academic progress of the Year 7 students.

The House System

All students are allocated a house. The four houses are **Aristotle** (blue), **Byron** (gold), **Pericles** (red) and **Socrates** (green). The House program underpins the pastoral care system of the School. It also facilitates House competitions in sport and co-curricular activities, as well as supporting nominated charities in the broader community. The four houses are led by a House team comprising the Head of House, House Mentors, House Captains (Years 11 and 12) and Future Leaders (Years 9 and 10).

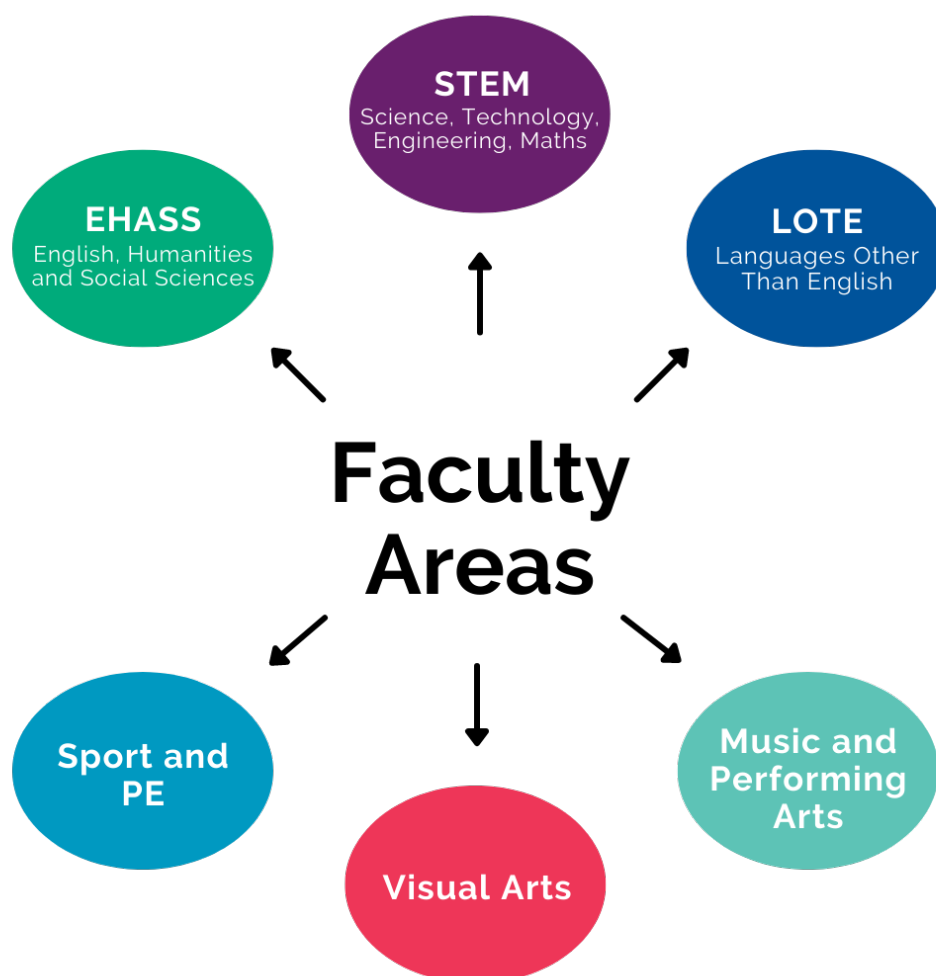
Heads of House

The Heads of House are responsible for the pastoral and academic welfare of students in their House, supported by the House Mentors who are responsible for the daily pastoral needs of students in their House Room. All routine enquiries and communication should be directed to your House Mentor. The House staff work in collaboration with the families of their students to deliver a coordinated approach with regard to student welfare and academic support.

				
	ARISTOTLE	BYRON	PERICLES	SOCRATES
HEAD OF HOUSE	Mrs Toulia Terezakis TTE@ags.vic.edu.au	Mr Andrew Diviny AD@ags.vic.edu.au	Mr Trevor Adams TA@ags.vic.edu.au	Ms Anna Milburn AMN@ags.vic.edu.au
Homeroom Mentors	Mr Rob Panara Mr Ming Lei Ms Shirley Ke	Mrs Jessy Varghese Miss Stephanie Atwa Mr Luke Holloway	Ms Helen Theodoropoulos Mr Pat O'Shea Mrs Helen Mallis	Mr Michael Grigoriadis Mr Matt Green Ms Denise Diakodimitriou
Year 7 Mentor	Ms Anneke Wackrow	Mr Cameron Stone	Miss Shelby Morwood	Mr James Smith

Year 7 Coordinator: Mrs Priya Wilson

Faculty Areas



Building Resilience

Throughout their time at AGS, students will be supported and nurtured by staff members who genuinely care about them. Relationships and a strong sense of community are at the heart of what we do.

It is equally important to us that our students develop resilience so that they are ready for the world that awaits them when they leave our school community. We cannot control the obstacles that our young people will encounter, but we can prepare them to deal with them; and this preparation needs to start early.

The temptation is always there for parents to smooth the path for our young people. However, by rushing to fix their problems we would be depriving them of the opportunity to learn how to navigate tricky situations for themselves.

If, for example, teachers turn a blind eye to lateness or uniform infractions, it is ultimately the student who will suffer when they join the workforce and do not know how to react when they are held accountable. The same is true if parents are too quick to challenge a School issued consequence that their child has received or to explain away incomplete homework.

Certain points of the year are more emotionally challenging than others for our students. These include:

- **Orientation sessions and parental requests for class changes** (when students meet their teachers and classmates for the next academic year). Change can be challenging. However, all class changes are carefully designed, with pastoral and academic well-being in mind, by the Assistant Principal, the Deputy Head of Secondary, the School Psychologist, the Heads of House, and the Heads of Faculty. This is a complex process that aims to secure the best possible learning environment for students, and that prepares them for VCE, university and the workplace where they will not be able to choose who they work with.
- **Assessment periods** (when our students may feel anxious about academic performance). Learning how to deal with the pressures of assessment will enable them to deal with the inevitable stresses they will encounter later in life. If a student performs well, we need to help them reflect upon what they did to prepare, and then to celebrate that success. If a student does not perform well, we need to help them see the learning opportunity in that experience. What can they do differently moving forward? What support can they avail of? It is also important to help students recognise and celebrate progress (rather than obsessing over individual grades) and to approach challenges with a growth mindset.
- **Camps and excursions** (when our students are likely to encounter new experiences and be asked to mix with students who they may not be friends with). There is no denying it: the unfamiliar can be uncomfortable. However, if we always keep students firmly within their comfort zones, we run the risk of capping their potential and increasing the likelihood of them panicking when they do encounter something new. It is important that we help students to see the opportunities that new situations offer.

At these points in the year, we ask that families trust the process and work with the School to help the students develop strategies to deal with challenges rather than trying to eliminate them.

As a School, we have embraced **The Resilience Project**, and each year we work to more meaningfully embed its philosophy in day to day School life. While explicit teaching will take place

in Health and Homeroom sessions, it is important that we remind the students to use what they learn in real life situations, including when they feel the dread of an upcoming test, the discomfort of working in a group without their best friends, or the frustration of receiving a poor grade or an Infringement.

For those who are interested in learning more about **The Resilience Project**, please read the information below and join us for a live webinar with the initiative's founder, **Hugh Van Cuylenburg**, at 6.30pm on **Thursday 23 March**. This webinar has been designed to empower parents and parent liaisons by providing them with practical strategies to help build their children's resilience.

The Resilience Project

Hugh Van Cuylenburg has been working in education for over 15 years, teaching both primary and secondary in a range of educational settings. The highlight of his teaching career was the year he spent in the far north of India volunteering and living at an underprivileged school in the Himalayas. It was here that he discovered resilience in its purest form.

Inspired by this experience, Hugh returned to Melbourne and commenced working on his own program for schools. 'The Resilience Project' was born. Having completed his post graduate studies, looking at resilience and wellbeing, Hugh has developed and facilitated programs for over 900 schools Australia wide.

In 2015, the National Rugby League asked Hugh to run workshops at every club in the competition. Since then, he has worked with the Australian Cricket Team, the Australian Netball Team, the Australian Women's Soccer Team, The Jillaroos and 10 AFL teams. Beyond the team environment, Hugh has been lucky enough to work one on one with individuals such as Steve Smith, Dustin Martin and Billy Slater. He currently works closely with the Port Adelaide Football Club.

In addition to his work in schools and elite sport, Hugh has presented to over 500 corporate groups as a keynote speaker and developed comprehensive programs for a range of workplaces across different sectors.

Consent Labs

Consent Labs is a not-for-profit organisation whose mission is to change the culture around sexual education by sparking meaningful conversations. The organisation provides workshops and seminars to our school, covering a number of topics and issues for students including what everyday consent looks like, practising consent language, boundary setting, recognising and responding to sexual harassment and sexual assault, healthy relationships, consent when alcohol and drugs are involved and consent when technology is involved.

Consent Labs seeks to educate not only the students who will be directly facing these issues as they move through their teenage and young adult years but also the adults that they look to for guidance and support (their parents, carers and teachers). Using a specialist external provider can provide coordinated consent education to AGS students, teachers and parents, and this is complemented by our existing internal staff delivery as well.

Wellbeing

Student wellbeing is a high priority for the School. The School's vertical House pastoral care structure underpins the student wellbeing program with the support of the School Nurse and the Exceptionality Team, comprising relevant members of the School Management Team, the

Deputy Head of Secondary, the Heads of House, the Year 7 Coordinator and the School Psychologist.

Mentor Program

The School runs a Mentoring Program as part of the Transition Program for Year 7 students. The program provides a support mechanism for Year 7 students led by middle years and senior students, which also affords these students an opportunity to utilise their leadership skills. Students can apply for the position of Future Leader in Years 9 and 10. Future Leaders work closely with Year 7 students as they transition to Secondary School and have the opportunity to attend Years 7 and 8 camp.

The ALPHA Initiative (Advanced Learning Programs for High Achievers)



At Alphington Grammar, academic acceleration and extension opportunities are a crucial element of our curriculum. To cater for and extend our most able, high achieving students we created the ALPHA Initiative at Years 7 and 8. This program encourages and stimulates the talents of our students, sharpens their critical thinking and problem-solving skills, refines their leadership capabilities and extends their philosophical and intellectual understanding of the world in which they live.

The program is a select entry program where nominated students who fulfil specific criteria take part in an interview process to qualify for entry. Identification occurs through formal assessments (internal and external), student performance, and direct referrals from a student's subject teacher. Selection of Year 7 ALPHA students will take place in the first four weeks with the program commencing in week 5 of Term One.

Learning Support

We also run a variety of support lessons from Year 7 through to Year 12. Students can be withdrawn from classes to receive one-on-one support with the Learning Support Team or they can receive in-class support. Learning support is determined using teacher referral, current assessment and our prior knowledge of the student, including NAPLAN and PAT testing. If you have any questions about Learning Support, please direct your queries to **Ms Michelle Yarnton, Head of Learning Support** MY@ags.vic.edu.au.

Homework

Homework in Secondary School is considerably different to what students have experienced in Primary School. It is important that students establish productive study habits early in their secondary learning. By the time they reach Year 12, an average homework load in VCE could be in excess of 3 hours per night. Homework may sometimes be a continuation of the work carried out in class or further independent research. The more effectively your child works in class, the less burdensome homework tasks will be.

It is the students' responsibility to record homework in their diaries and refer to Schoolbox to monitor any assigned homework, in order to maintain an effective schedule and ensure that all homework is completed on time.

Year 7 students should expect to complete an average of 45 minutes of homework per night, whereas a Year 8 student will average 60 minutes per night. If, for any reason, homework is not completed, the assigning teacher should be emailed informing them of the situation.

Homework should always extend and build upon the learning that takes place in class; it will not be set without careful planning by the teacher so its completion is essential for optimum performance.

Homework Club

Homework clubs run three times per week on Tuesday, Wednesday and Thursday evenings after School from 3:50 to 5:00PM in the Library. Each core subject (English, Maths, Science, and LOTE) is represented at the Homework Club and is staffed by a subject specialist. Please encourage your child to attend. The teacher is available for specific subject assistance but also to assist in designing a homework timetable for the student.

Reading Stamina

The adage of practice makes perfect is applicable to reading as well.

The ability to read and comprehend written text well is a necessity that applies to all learning areas in all levels of the school. It is one of the most critical skills students will ever develop. Students learn the requirements of reading – decoding and comprehension – at school, and with all things that are learnt, there needs to be time to practice. Silent, uninterrupted reading is a proven strategy that allows students to build on the skills learnt in class, increase their enjoyment of books, and most importantly, increases their reading stamina.

Being able to read independently for long stretches helps students to make deeper connections with challenging texts. It enables them to focus and to discover the true meaning of what they

are reading. When students are able to read for longer, they can analyse the text and ask better questions. Sustained silent reading is practised in Library, but reading needs to occur daily.

Parents can help by encouraging their child to select a book they are interested in and to read at home for a minimum of 20-30 minutes. If this is not immediately sustainable, ask them to commence with 10 minutes and build up to 30 minutes a day. This should be encouraged with all students. Reading stamina is the reading equivalent of physical fitness. The brain is a muscle and like any other muscle in your body, it gets stronger the more it is used.

Understanding the Timetable

At Alphington Grammar School, we operate a two-week (10-day) cycle so it is important that students know which day they are working on. Week 1 consists of Days 1 to 5 and Week 2 consists of Days 6 to 10.

Your child's House Mentor will be able to guide them through any issues, as will Student Leaders and older students. One of the benefits of the Vertical House System is that more experienced students are always available to assist junior students.

AGS Enrichment Program

The Enrichment Program in the Secondary School complements the broad, dynamic classroom curriculum, whilst also offering students the opportunity to immerse themselves in an array of character-building programs. We encourage all students to explore the many activities on offer, in order to broaden their knowledge, learn a new skill and get to know students from across different year levels.

An AGS Enrichment Fair will run at the start of the year providing students with the opportunity to not only learn more about the programs on offer, but to also sign up to participate. The activities will span the areas of Music and Performing Arts, Dance, Sport, Games, Debating, STEM Club and many more. An Enrichment Program timetable will be released at the start of Term 1. All students in Years 7 and 8 are expected to meet the minimum requirements for enrichment points each semester.

At the end of each academic year, students will receive a **Certificate of Enrichment Achievement** by fulfilling their co-curricular points per semester. A **Certificate of Enrichment Excellence** will be awarded to students who have exhibited outstanding commitment. Students are expected to be engaged participants in their chosen activity and in order to satisfy their enrichment tally of points, an attendance rate of 90% must be maintained.

The program will offer a bespoke experience for each student and an opportunity to develop lifelong skills.

Inter-School Sport

All students from Years 7 to 11 are involved in our Inter-School sport competition.

Alphington Grammar School is a member of the EISM (Eastern Independent Schools of Melbourne), which incorporates many schools in the eastern part of Melbourne. The

competition includes weekly sport against other EISM schools, along with the annual swimming, athletics and cross-country carnivals. Only approved School sports apparel is to be worn for School sports training and inter-school competitions. Parents are asked to ensure their child has the approved uniform. EISM regulations require all participants to be correctly dressed or forfeiture may apply.

Outdoor Education

All students in Years 7 and 8 are involved in the Outdoor Education Program. They attend a five-day camp once a year. The camp provides students with the opportunity to step outside their comfort zone and challenge themselves by trying new things.

Year 7 Camp

Dates: **15 – 19 May 2023**

Location: **Marysville**

Activities include:

- Climbing
- Abseiling
- Hiking
- Mountain Biking
- Overnight Campout (setting up tents, cooking etc. this is a lead up to Year 8 camp where they camp in tents all week)
- Low Ropes Course
- Archery

Year 8 Camp

Dates: **9 – 13 October 2023**

Location: **Lake Eildon**

Activities:

- Rafting
- Mountain Biking
- Overnight Survivor
- Students are independent and required to set up their own tents, help with cooking and cleaning. They are required to navigate and hike to the activities each day.

School Absences

If students are unexpectedly absent from School, e.g. due to illness, parents/parent liaisons are requested to contact School Administration prior to 8.30am to register and provide a reason for the absence. If a student will be absent from an instrumental lesson, parents must contact the Music Department at music@ags.vic.edu.au prior to 9.00am.

For planned absences from School, parents/parent liaisons are asked to write to the Head of House requesting leave of absence for the relevant dates, providing a reason for the absence. This will be referred to the Head of Secondary for consideration.

Parents/parent liaisons should be aware that requests for leave during the School term are strongly discouraged. The resultant disruption caused to the academic program can affect the

learning of the student. Students are responsible for keeping up with all classwork and homework set via Schoolbox.

ICT in the Classroom

All students and parents are required to sign the 'ICT Acceptable Use' policy, which outlines the guidelines associated with using our School network. All forms requiring parental permission will be distributed electronically with instructions.

Students in Years 7 will have received their laptops during orientation. All other year groups will bring their laptops or other personal devices to School for academic use. Students will take responsibility for their own belongings. Alphington Grammar School requires students to use electronic devices responsibly at all times.

Mobile Phones

Students are banned from using mobile phones at AGS. If a phone is seen by a staff member it will be confiscated and deposited at Administration. Students can bring mobile phones to and from School; however, they must be locked in lockers and not removed during the day. Please see the mobile phone policy attached at the end of this booklet.

Labelling Uniform Items and Books

The School asks parents to ensure that all items of personal property are appropriately labelled. This includes all books and items of School uniform.

Lockers

All secondary students are issued with a locker and a lock. Lockers are located in House areas. Students are responsible for the security of their own belongings and for ensuring lockers are neat and tidy. All schoolbags must be stored in the student's locker.

School Bulletin and Newsletter

The School Bulletin and School Newsletter are emailed to all families, staff and students. They operate on a fortnightly cycle during the term, with the Bulletin distributed one week and the School Newsletter the other week.

The School Bulletin contains notices and important dates to remember, detailing upcoming excursions and incursions, as well as reminders of any other upcoming events around the School. Parents have a responsibility to read the School Bulletin, and take note of any events or activities that may be coming up for their child. The bulletin is emailed fortnightly on a Wednesday.

The School Newsletter - *Alpha News* - details the stories of news and events that have taken place around the school that week, including photos of events, stories about excursions and camps, as well as a regular feature from our Principal, and other Senior Staff. The Newsletter is emailed fortnightly on a Friday.

School Reports and Progressive Reporting

Reporting student learning and progress is a fundamental component of education. Schools are now able to harness technology to improve the delivery of reporting in real time. At Alphington Grammar School, we have moved away from the traditional model of one report at the end of each semester to a more continuous method of communicating attainment and progress to students and parents, known as 'Progressive Reporting'.

Progressive Reporting refers to the practice of reporting in regular installments throughout the year. Typically, at key moments throughout the semester, teachers provide updated assessment feedback, which is uploaded to Schoolbox and made visible to students and parents, live.

The main benefit of Progressive Reporting is the timely manner in which work is submitted, assessed and meaningful feedback supplied to students and parents. Reporting at the end of the semester is often seen as 'too late' to remediate any learning issues or deploy additional support.

Given the differing requirements of each learning area, the number and types of formal, reportable assessments for each subject will vary.

The following information is designed to assist parents with:

- Navigating Schoolbox to access the Progressive Reporting Domain.
- Understanding Assessment Schedules and the amount of assessments per semester and per subject. This will vary due to the nature of the subject requirements.
- Interpreting the scores and level of progress.

Instructions on how to view student grades on Schoolbox is found in **Appendix 1**.

You will receive an Interim Report in Terms 1 and 3. The Interim Report is a snapshot of your child's progress in every subject.

In addition, students' learning skills, in class behaviour and organisation will be assessed via an end-of-semester chart of indicators which you will receive at the end of Term 2 and 4.

If you need any help accessing Schoolbox, please contact the **Campus Administrator, Mr John Savopoulos JS@ags.vic.edu.au**

Types of Formal Assessments

Theoretical knowledge and practical skills in subjects may be assessed through any combination of:

- Assignments
- Essays
- IT related tasks
- Posters
- Practical reports
- Practice exams
- Presentations

- Tests

Students in Year 9 and above also sit Semester Exams.

Types of Scores and Feedback

All assessment scores will be given primarily as a percentage score. A weighted average of these scores form the overall grade the student receives for the subject.

In addition to their scores, students will receive diagnostic feedback on their submissions. Both percentage scores and feedback will be published on Schoolbox and will be visible to students and parents.

Frequency of Assessment: Years 7 - 10

The table below shows the minimum number of formal assessments which will be set and published on Schoolbox for subjects in each of the learning areas, per semester. For Years 9 and 10 students, this can also include the end of Semester Exam.

Learning area	Minimum number of Assessments
English, Humanities and Social Sciences	2
Health and Physical Education	2
Languages other than English	2
Music and Performing Arts	2
Physical Education	2
Science, Technology, Engineering and Maths	2

Parent/Teacher/Student Interviews

Parent/Teacher/Student Interviews scheduled for early Term 2 and 3 will be conducted on Microsoft Teams. Five-minute interviews are scheduled with all classroom teachers, on the request of parents. Follow up meetings can be arranged as required.

Secondary Parent Teacher Interviews

Term 2 Years 7 - 10	Term 3 Years 7 - 12
Monday 1 May and Wednesday 3 May 4.00 to 8.00 pm on Microsoft Teams	Monday 10 July 9.00AM to 6.00PM on Microsoft Teams
Term 2 Years 11 -12	
Monday 8 May 4.00 to 8.00 pm on Microsoft Teams	

Parent Involvement

Whilst it may appear that there are diminishing opportunities for parents to be involved once your child is in Secondary School, there are many opportunities to become involved at Alphington Grammar School.

The School has a very active Parents and Friends Association (PFA). The PFA meets monthly during the term and new parents are always welcome. The date of each meeting is published in the newsletter. The AGM of the PFA occurs in February, and during this meeting the committee is formed for the coming year.

The PFA operates the School's Second Hand Uniform Shop, and relies on parents to volunteer their time to ensure its viability.

The PFA works in support of the School programs, helping stage School community events throughout the year and raise valuable funds to assist with special projects, which support the learning program.

In addition, Heads of House are always eager to find Parent Representatives who are willing to help out at House and School events in order to build up a sense of community and House Spirit.

Commonly Asked Questions and Answers

What time should I arrive at School each morning?

Students need to arrive before 8.40am each morning. This will allow them time to go to their lockers before Homeroom commences at 8.45am.

What is Homeroom?

A daily timetabled session that runs from 8.45 – 9.00am that is facilitated by the House Mentor. These meetings serve many purposes, including:

- The maintenance of school attendance records
- The dissemination of key information
- Contact with peers, student leaders and House staff
- Pastoral check ins and support
- Uniform and locker checks
- Wellbeing activities

What happens if I am late to School?

- If you arrive later than 8.45am but before 9.00am, you need to go directly to Homeroom. Your Homeroom Mentor will mark you as present, but late.
- If you arrive at School after 9.00am, you must sign in at Reception before going straight to class. The Reception staff will mark you as present, but late.
- If you are repeatedly late to School you will receive an infringement.

What if I am sick and cannot attend School?

- Your parent/parent liaison must contact the School to notify of your absence. This can be done by phoning the absence line (9497 4777), or by emailing Reception (info@ags.vic.edu.au) and copying in your Head of House and House Mentor.
- Students cannot notify of their own absence.
- The same process needs to be followed if you need to leave School early for a medical appointment or another unavoidable reason. However, it is important that appointments are not scheduled during School hours when this can be avoided.

Who can I speak with if I have a problem or need help with something?

- Your House Mentor
- Your Head of House
- The Year 7 Coordinator
- Any member of the Exceptionality Team, which includes: the Year 7 Coordinator, Heads of House, the School Psychologists, the Deputy Head of Secondary, the Assistant Principal and the Principal
- Any staff member that you feel comfortable speaking to

Are there any other support networks that I can access?

Absolutely. At the School we have a thriving Student Leadership Program.

It is important to note that these students are still students. If you have a serious problem, an adult will need to be the one to help you solve it. However, these students know exactly what it feels like to be in Year 7. They will remember the many questions they had when they were in your shoes and will be able to share tips and strategies they used to happily settle in to School life.

These student leaders include:

- **House Captains:** these senior students work closely with House staff to raise House spirit, organise House events, and represent the students in their House.
- **Future Leaders:** these Year 8 and Year 9 students work closely with the House Captains and House staff in support of students and the leadership of the House. They also work closely with Year 7 students as they transition into Secondary School life.

What happens if students use mobile phones throughout the day?

If a student is found with their mobile phone during the school day, at Homework Club, on a school event, on an excursion or during/in transit to Sport, the following will occur:

- **Indiscretion 1** – The staff member will confiscate the phone and it will be stored securely at School Administration until the end of the school day;
- **Indiscretion 2** – The staff member will confiscate the phone and it will be stored securely at School Administration until the end of the school day. The students will also be issued with an After School Detention; and
- **Indiscretion 3** – The staff member will confiscate the phone and it will be stored securely at School Administration until the end of the school day. At this point, the Head of House or Year 7 Coordinator will need to set up a meeting with a Parent/Parent Liaison to discuss the issue.

Lead pastoral staff will return confiscated phones as School Administration at the end of each school day between 3.40 and 3.50PM. Students will need to be punctual in collecting their phones. If a student is found with a mobile phone on Year 7 camp, their Parents/Parent Liaison will be contacted to come and collect their child from camp.

What if I lose an item of personal property?

- Students must keep their lockers locked at all times. This will drastically reduce the risk of anything getting lost. Your name should also clearly be marked on garments of clothing.
- If you do lose something, retrace your footsteps and ask your friends. Check that it has not been handed in at Reception. If you still are not able to find it, speak to your House Mentor who will do their best to help you.

How should I wear my School uniform?

- You need to wear your uniform with pride.
- It is important that you familiarise yourself with the Uniform Policy, as this will provide you with all of the information that you need.
- Failure to wear your uniform properly will result in an infringement being issued.

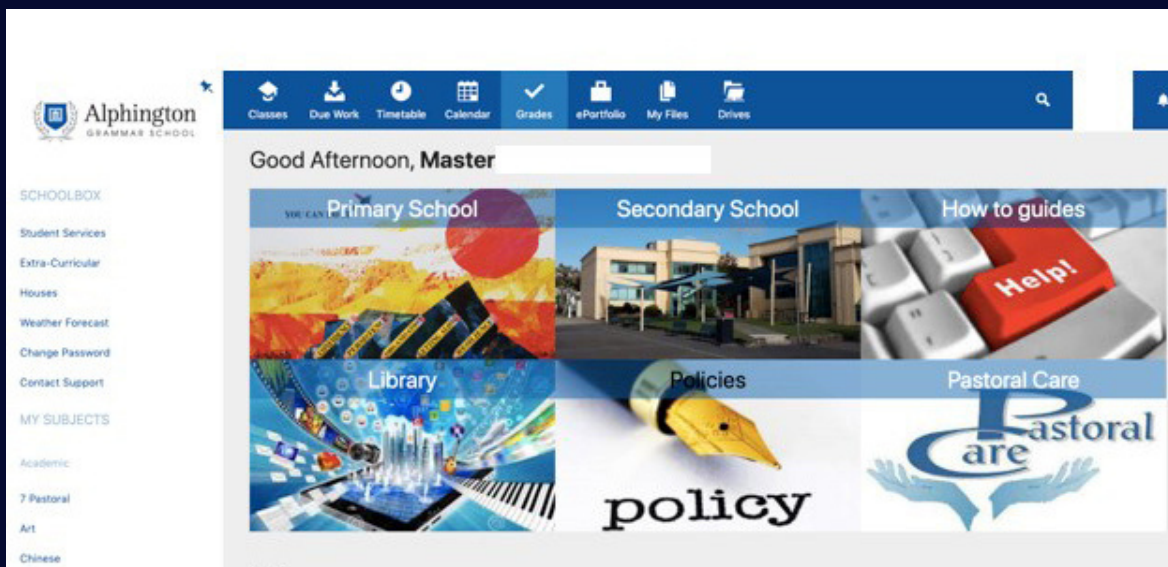
What is an infringement?

- A minor sanction that is issued for a breach of School expectations.
- If a student receives three infringements in a term, they will be required to complete a Friday After School Detention, supervised by Heads of House, the Deputy Head of Secondary or the Assistant Principal.

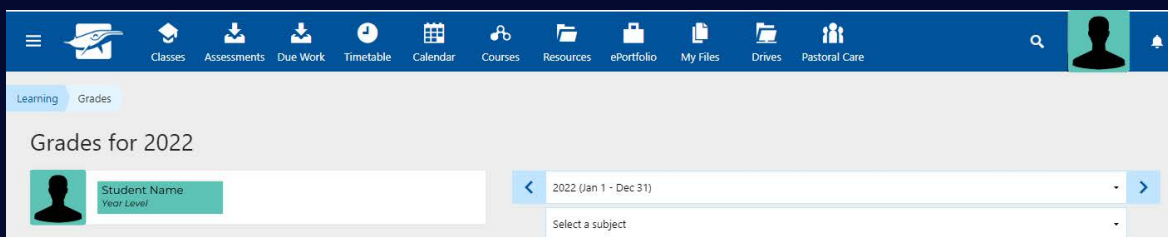
Appendix 1

Viewing student grades on Schoolbox

1. From the home page, navigate to the "Grades" section of the student's profile by clicking the button on the top panel.

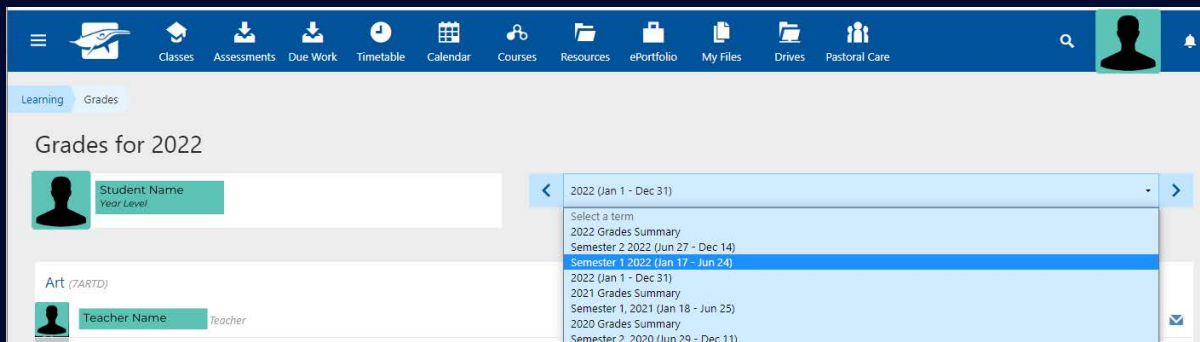


2. In this panel, you will see the student's profile picture and year level details on the left, and a drop down menu on the right hand side of page.

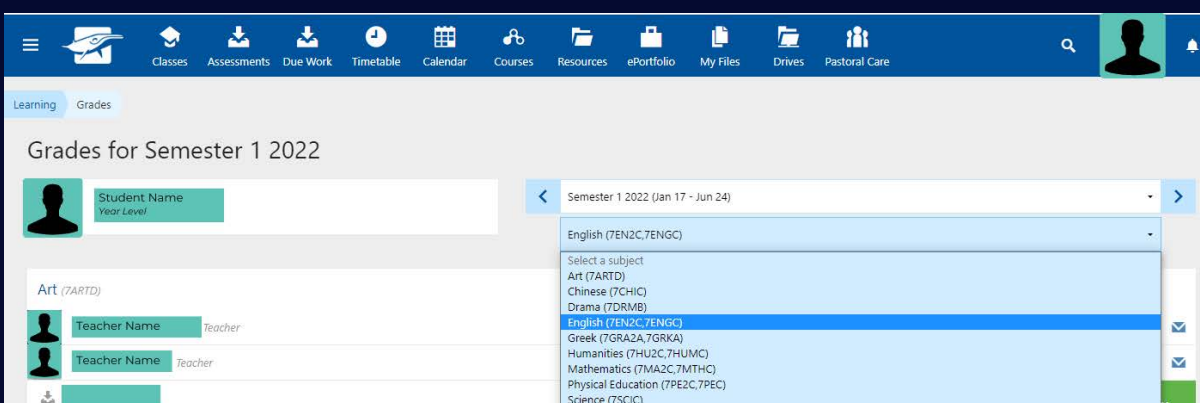


3. Select the relevant semester from the drop-down menu on the right.

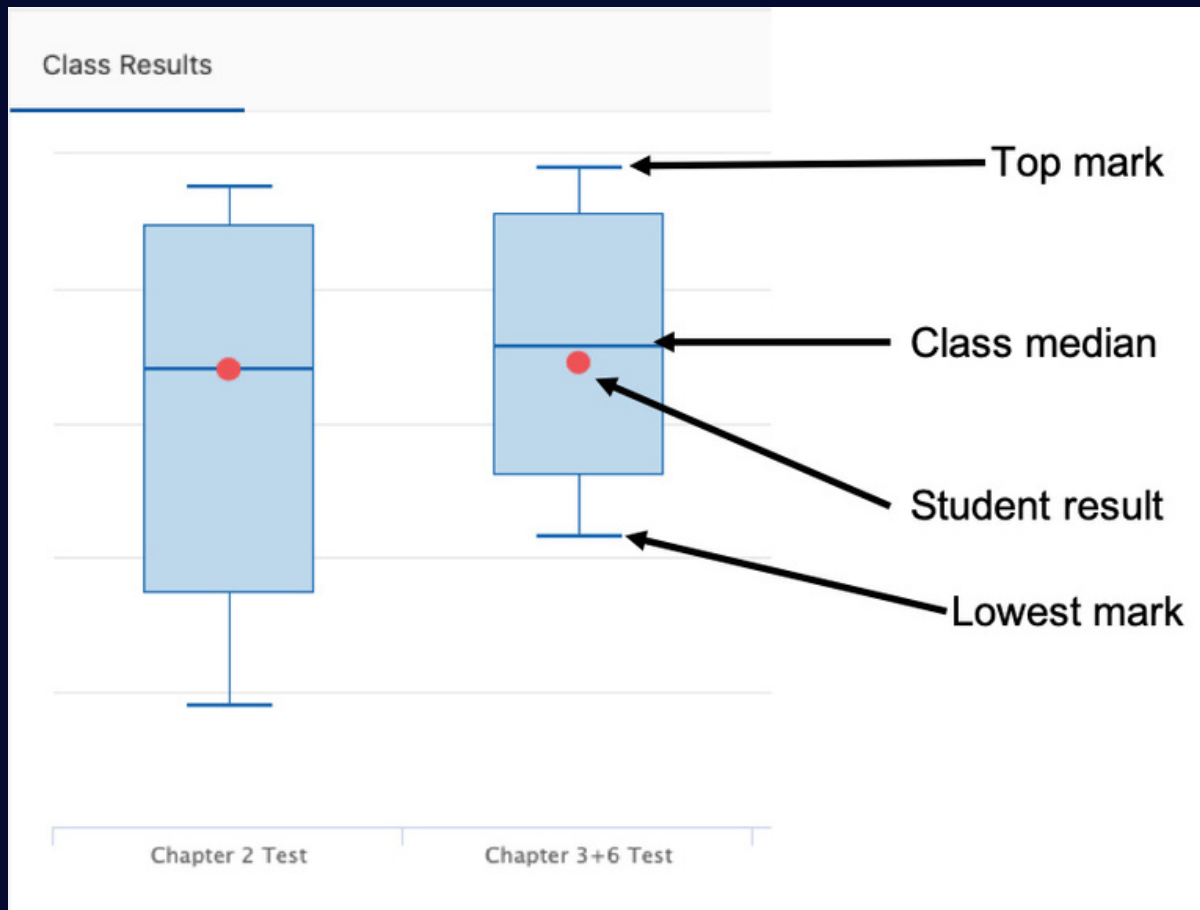
Please note that past semesters may contain grades, but these may not match the current format of the school's progressive reporting framework.



4. Select the relevant subject from the new drop-down menu which appears.



5. For each assessment recorded with a percentage mark, you will see a chart such as the one shown below. Placing your cursor over the chart will also bring up the associated written teacher feedback. From the chart, it is possible to see the 'deidentified' range of grades received by the entire class, median of the results and your child's placement within these results.



Additional information regarding assessment feedback:

- Each student will receive detailed feedback and marks on a minimum of two (2) formal assessments per semester.
- In special circumstances, the student may see their marks and feedback, but not the box graph shown above. For further explanation, please contact the relevant teacher.

Academic Honesty Policy

The goal at Alphington Grammar School is to develop well rounded, world ready individuals and this is reflected in the core values underpinned by the seventh value and school motto of 'Aspiring to Excellence'. Three of the core values, Respect, Responsibility and Integrity are central to the philosophy of Academic Integrity.



1. Purpose:

- 1.1. All students must submit work that is original or have respected the intellectual contributions of others through correct referencing. Violations of this policy will have serious consequences. To this end, this policy aims to:
- acknowledge the importance of respect, integrity and responsibility in the development of Academic Integrity;
 - explain Academic Honesty and how to avoid plagiarism;
 - outline expectations of students for honest academic practices;
 - identify responsibilities of staff in developing and promoting academic honesty;
 - describe school processes and practices to assist students to maintain ethical behaviour; and
 - outline processes if cases of academic dishonesty are identified.

2. Rationale:

- 2.1. Alphington Grammar School is committed to establishing an environment wherein the students are able to work ethically and honestly, and to be able to recognise that protecting the intellectual rights of others is a civil and social responsibility.
- 2.2. Students develop their own ideas and knowledge throughout their schooling while also engaging critically with the ideas of others. Being able to think and express ideas confidently while at the same time acknowledging the ideas and words of others takes time and practice and are ultimately the hallmarks of a successful student.
- 2.3. Students need to recognise that plagiarism is dishonest, an injustice to themselves, their teachers, their peers and goes against the values of the school.



3. Types of Academic Misconduct:

3.1. Academic misconduct or breach of Academic Honesty includes, but is not limited to the following **whether it is intentional or not**:

- **plagiarize** using another's words or ideas, representing them as your own without acknowledging their source;
- **collusion**: unacknowledged collaboration with another person in the writing of a student's submission for an assessment task;
- **falsification of data**, for example in the collection of experimental results; and
- **cheating** in a test or examination.

3.2. Examples include when you:

- hand in someone else's work as your own;
- ask for significant input into your final draft from someone else. This could include a parent, friend or **tutor**;
- copy another student's work (with or without their knowledge) and hand it in as your own;
- get assistance for assignments which are supposed to be your own independent work;
- allow someone else to copy your work and hand it in as their own;
- paraphrase material from another source without proper acknowledgement or citation;
- fail to acknowledge direct quotes;
- cut and paste different sections from the internet without acknowledgement;
- fail to indicate with quotation marks that you copied another person's exact written words or symbols, regardless of how few were used;
- fail to provide a reference list or bibliography for a project that requires research; and
- buy or obtain an essay and hand it in as your original work.

4. Avoiding Malpractice:

4.1. Should a student realise that their commitments will preclude them from having adequate time to complete an upcoming assessment, they need to speak to the teacher of the subject in the first instance or Head of Faculty or Head of House before the work is due (see Assessment Policy). This will avoid a situation whereby the student resorts to plagiarism.

4.2. The student's circumstances will be considered and if judged to be valid, the student will be given an extension of time to complete the task (see Assessment Policy).

4.3. Where a student chooses to use the work of another, however, consequences will apply. The consequence is determined by the Head of Faculty and may result in a zero being awarded.

4.4. Students are expected to submit copies of their assignments to Turnitin. This can be done repeatedly over the duration of the assignment and informs students of possible plagiarism and allowing work to be corrected. Turnitin also provides teachers with a tool to authenticate the work submitted.

4.5. To avoid incorrect or insufficient information when acknowledging sources, students can use the online referencing generator SLASA, to which the school subscribes.

5. Commitment to Academic Honesty:

5.1. Alphington Grammar School will:

- provide information to students and parents vis the LMS explaining the Academic Honesty Policy and school practices;
- support teachers in implementation and monitoring of the policy;



- develop an environment that supports honesty through encouraging and valuing ownership of individual ideas and work;
- teach appropriate methods of acknowledging the ideas and words of others and provide tools to facilitate this practice;
- provide tools to assist students to avoid unintentional plagiarism; and
- respond promptly and consistently when cases of academic malpractice are identified.

5.2. Students should:

- understand the importance of academic honesty in the development of lifelong learning;
- identify appropriate uses of collaboration and group work;
- submit work for assessment, written or oral, that contains the student's individual and original ideas with the ideas and work of others fully acknowledged; and
- seek clarification about any aspect of the Academic Honesty Policy, or its application, from teachers or the relevant Head of Faculty.

5.3. Teachers will:

- support the Academic Honesty Policy and comply with the school standards for acknowledging sources;
- explain the importance of valuing ownership of individual ideas and work;
- develop a climate that supports honesty through giving students confidence in their ability to produce authentic and individual work, making them feel they can succeed without resorting to malpractice;
- inform students of expected standards for ethical conduct;
- explicitly teach methods, appropriate to individual subjects, of acknowledging the ideas and words of others;
- provide clear guidelines on academic writing and referencing styles required in each subject;
- provide clear guidelines on collaborative and group work and the assessment requirements of tasks based on this work;
- seek to support students by appropriate use of the drafting process;
- retain material which assists in the authentication of student work; and
- adopt practices that minimise the risk of malpractice in tests and examinations.

6. Investigation and Consequences of Malpractice and Cheating:

- 6.1. The subject teacher will collect any evidence immediately, and the nature of the breach will be recorded. If applicable, the student will be allowed to complete the remainder of the task.
- 6.2. If in exam/SAC conditions, the Head of Faculty will investigate the problem and, if necessary, the student will be brought to the attention of the Assistant Principal/Head of Secondary for an immediate interview.
- 6.3. Each case will be considered by the Head of Faculty depending on particular details, but in general marks will NOT be awarded for the assessment (or relevant section) and this will be carried through into the calculation for the 'overall result' in the Semester report. The student's parents/parent liaisons will be immediately informed (see Academic Progression Policy Clause 3.2).
- 6.4. The Assistant Principal/Head of Secondary and the Principal reserve the right to exclude students from Special Awards and/or Speech Night Awards for serious instances of Academic dishonesty or malpractice.



7. Academic Honesty and Integrity:

7.1. All students must:

- be honest and responsible about their own work;
- acknowledge all references; and
- use their own words and ideas.

8. Plagiarism Detection and Prevention:

8.1. Plagiarism refers to representing the ideas or work of another as your own. The usual reasons students plagiarise include:

- lack of confidence in their own abilities;
- trouble planning and using their own time;
- competing demands, such as balancing work, sport and school;
- not wanting to do the 'work;' and
- wanting to get an academic advantage over other students.

8.2. The School can often assist students with the first three of the above situations. Should a student realise that his/her commitments will preclude him/her from having adequate time to complete an upcoming assessment, he/she needs to speak to the teacher of the subject in the first instance or Head of Faculty or Head of House at least 3 days before the work is due.

8.3. Collusion refers to supporting malpractice by another candidate, for example allowing work to be copied. In the case of collusion both parties are involved: one person knowingly supplies work to another student who decides to present the work as their own. The student who colludes is as much in the wrong as the student who relies on the work of others. Penalties apply to students who are involved in collusion.

8.4. A student's work will not be accepted if it is clear that it contains more than 20% of unacknowledged material that is not their own. The student's parents and Head of House will be advised by the Head of Faculty (see Clause 6.3).

8.5. Checking student work using plagiarism detection software 'Turnitin'. Turnitin allows students to view their work, to resubmit several times to allow rectification, and it provides teachers with a tool to mark the integrity of the work submitted. Turnitin will indicate if more than 20% of the submission is plagiarised.

8.6. It is the responsibility of each Head of Faculty to ensure plagiarism guidelines are explicitly communicated to all students and parent/parent liaison.

8.7. It is unethical for students to partake in any of the following actions/behaviour:

- submit an essay written in whole or even in part by another student as if it were their own;
- download an essay from the internet then paraphrase or quote from it, without acknowledging the original source;
- reproduce another writer's ideas without acknowledging the source;
- cheat on tests/exams/assessments through the use of viewing another student's papers, using hidden notes, verbal communication, sign language, mobile phones, headphones or showing their papers to other students;
- have another person (e.g. a parent or tutor) do all or part of an assignment for them; and
- cheating comes in many different forms; please note that the above list is not comprehensive.

8.8. There are a number of methods to determine if plagiarism has occurred. These include:

- searching the library for full text databases for text directly taken from journal articles; and
- investigating the occurrence of specific sentences/unusual phrases within a suspect assignment through the use of internet search engines.

Academic Progression Policy

Alphington Grammar School is governed by the regulations and guidelines of The Education Services for Overseas Students Act (2000) (The 'ESOS Act') and the National Code 2018. Standard 8 of the National Code 2018 requires that where the school has assessed International Students as not meeting attendance requirements, the school must follow through with the procedures and protocols listed in this policy. Records will be maintained in accordance with our International Students Records Management and Retention Policy.

1. Definition:

- 1.1. In order to define what an 'S' is for Years 7-10, refer to the expected Victorian Curriculum/EAL Companion level for the appropriate year in conjunction with the explanation below.
- 1.2. For Years 11 and 12, an 'S' is where a student meets the expected VCAA subject and attendance requirements, and all preparatory and assessed work has been completed, according to the relevant study design.

2. Communication:

- 2.1. Students (and their parents/parent liaisons) are required to be notified before exams by email/phone/letter of any outstanding work which would jeopardise a student's chance of not receiving an 'S' (satisfactory completion of course) for secondary school students.

3. Years 7-12 Individual Assessments, Exams and SACs:

- 3.1. 'S/N' must have the same meaning and application as in VCE. If a student gets a **very low** score, e.g. in a test/assessment, then the teacher can award an 'S' if he/she deems that the student has demonstrated a minimum level of understanding. This would be based on a set of criteria given to students before assessment occurs, e.g. could be a tick list of 10 items, where 4 or more must be achieved.
- 3.2. If a student gets an 'N' in the first instance, then a follow-up worksheet/task can be given by the teacher to the student. This must be completed (within a deadline) in order to achieve an 'S' **but the original score (percentage/very low) remains unchanged**. This worksheet/task would be based on the objectives not achieved, of which the student must be informed.

4. Interim and Semester Reporting:

- 4.1. If a student receives 'N' for an individual assessment, they can redeem an 'S' status, as stated above.
- 4.2. If the student proves proficiency with a set of skills over multiple assessments, they may still receive 'S' for overall course completion in their interim and semester report. These follow up activities/tasks will influence whether a student earns 'Very High, High, Medium, Low, or Very Low' and these results should be awarded with a holistic view of the student's performance throughout the term.

5. Percentage scores:

- 5.1. No bonus scores (above 100%) entered as a mark.
- 5.2. In order to award 'Very High, High, Medium, Low, Very Low' scores, see report boundaries and indicators on the following page for reporting purposes.
- 5.3. At Year 7-10, teachers provide students with a percentage score and will level (and record these grades for data tracking purposes).
- 5.4. The makeup of the 'Overall Result' in the report is determined by each faculty due to subject specific tasks and requirements.

6. Secondary School Report Boundaries and Indicators:

RESULT	GRADE	% RANGE	DESCRIPTORS FOR LEARNING OUTCOMES
Very High	A+	92-100%	A comprehensive and thorough basis of skill, knowledge and understanding has been developed in all aspects of the course. Language pertinent to the subject is used accurately and precisely. Answers and solutions demonstrate clear and logical explanations and excellent use of procedures, techniques and methodologies. An ability to analyse and apply skill and knowledge in flexible, versatile and complex ways is strongly evident. Progress in subject is excellent.
High	A	80-91%	
Medium	B+	76-79%	A strong basis of skill, knowledge and understanding has been developed in most aspects of the course. Language pertinent to the subject is applied correctly and in context. Competence in reasoning and analysis is evident. These skills are utilised in providing solutions to a variety of problems and tasks. An ability to analyse and apply skill, methodology and knowledge in different ways is also evident. Good progress has been made in this subject.
	B	70-75%	
	C+	66-69%	A reasonably sound basis of skill, knowledge and understanding of the course has been developed. Language pertinent to the subject is usually applied in the current context. There is some evidence of willingness to reason answers and apply relevant procedures, techniques and methodologies. Analytical skills are not strongly developed, although formative skills in this regard are clearly evident. Ability to apply skill and knowledge in a variety of ways has been demonstrated. Satisfactory progress has been made in his subject.
Low	D+	56-59%	A relatively superficial basis of skill, knowledge and understanding in the course has been demonstrated. A basic command of the language pertinent to the subject is evident. Rudimentary skills only are reflected in explanation, analysis, use of relevant procedures, techniques and methodologies and in the broader application of skill and knowledge. Progress in this subject is on the borderline between satisfactory and unsatisfactory.
	D	50-55%	
	E	35-49%	An insufficient basis of relevant skill, knowledge and understanding has been demonstrated. Significant limitations are evident in the understanding of key concepts, the use of language pertinent to the course and the application of relevant procedures, techniques and methodologies. Progress in this subject is unsatisfactory.
Very Low	N	<35%	The student has not completed sufficient tasks for an assessment to be made. Little or no effort has been made to comply with the subject requirements. Progress in this subject is unsatisfactory.
N/A	The student is unable to be assessed. N/A result must be accompanied by a comment in the body of the report.		
J	Only used on a VCE report if a student is enrolled in the unit but was unable to complete the requirements due to late withdrawal or absence.		
S	Your child has met the minimum standards required, in terms of quality and quantity of the work submitted.		
N	Your child has not met the minimum standards required, in terms of quality and quantity of the work submitted.		

7. Secondary School Effort Descriptors:

RESULT	GRADE	EFFORT	DESCRIPTORS FOR EFFORT DESCRIPTOR
Very High	A+	Excellent/Established	A diligent and consistent approach is adopted. A mature and positive attitude is strongly evident. Thoroughly conscientious attempts are made to complete all set tasks. The student perseveres and works hard to the best of his or her ability.
High	A		
Medium	B+	Good/Consolidating	A mature, conscientious and consistent approach is adopted. The student works hard, strives to complete tasks, perseveres and adopts a positive attitude to learning.
	B		
	C+	At expected Level/Satisfactory	Application to work is reasonably consistent and a positive attitude is usually demonstrated. Improvements could be made to the student's behaviour and attitude to help them engage more fully with the course.
	C		
Low	D+	Experiencing Difficulties/Unsatisfactory	Application to work is sporadic and greater consistency is needed to improve learning outcomes. A casual attitude is also evident, which is hindering the student's attention in class.
	D		
Very Low	E	Needs improvement/Unsatisfactory	The student demonstrates little to no application. Homework tasks are not submitted and little to no desire to learn is evident. A significant improvement in student engagement with the course subject is needed.

8. Testing:

- 8.1. Students should be given at least 1 weeks' notice for assessments (e.g. tests).
- 8.2. **No re-testing:** If a student gets a **very low** score, then a follow-up worksheet is given (e.g. in the case the student gets an 'N' see above). This follow-up worksheet can be taken home, but a deadline must be given.
- 8.3. If a student misses a planned assessment due to illness, they must sit the assessment during the next lesson or at the next available Homework Club, at the teacher's discretion.

9. Teaching at same year level (2 or more classes):

- 9.1. Teachers must follow the planning document set out at start of the academic year and approved by the Head of Faculty.
- 9.2. No deviations of **order** of topics (both classes must be doing the same topic in a given week).

10. Exams (Years 9 and 10):

- 10.1. Mid-year and end of year exams must reflect the materials/topics taught during the semester.
- 10.2. Midterm entries: For students who enter the school during term time, their Head of House will decide whether or not the semester exam will be completed in full, in part or not at all. The Head of House will communicate this to the student, parents/parent liaisons, teachers, Campus Administrator and the Assistant Principal/Head of Secondary.

- 10.3. During each semester, students are to be issued with a curriculum map of assessment tasks and dates that must be completed in order to achieve a 'pass/S' in that subject. Students who are on modified learning plans will follow their Individual Education Plans and receive modified assessment as required. This modification must be indicated in Semester Reports.
- 10.4. At the end of first semester, after exams, emails and letter notifications of work missing/outstanding will be sent to the parents/parent liaison. In cases where students have not passed exams in four subjects (including English), parents/parent liaison will be asked to come in for a meeting with the relevant Head of Faculty/Head of House/Assistant Principal in order to discuss plans for the subsequent semester in the same academic year. The student may be placed on an academic contract, which will outline expectations/targets in order to progress to the following year. EAL students will be expected to attend additional language acquisition/learning support classes to assist them in reaching a satisfactory level of completion.
- 10.5. During the semester, parents/parent liaisons will be notified of work not completed, or not finished to the expected Victorian Curriculum/EAL Companion standard (by the classroom teacher/Head of Faculty), with redemption opportunities given throughout to bring work up to standard, which may include mandatory attendance to Homework Clubs.
- 10.6. If expectations/targets on the academic contract are not met then parents/parent liaisons will be required to attend a meeting with the Head of House/Head of Faculty and ultimately the Assistant Principal/Head of Secondary.

11. Conditions for giving an 'N' throughout the semester for all year levels:

- 11.1. Based on scores throughout the year students may be given an 'N'. 'Very Low' constitutes one whole level below the Victorian Curriculum/EAL Companion standard, and 'Low' is half a level below the Victorian Curriculum/EAL Companion standard (e.g. less than expected average scores are reported in tests/assignments as 'Very Low' or 'Low' the expected standard Victorian Curriculum levels AND on interim and Semester reports throughout the year).
- 11.2. If the student fails exams at the end of Semester 2 (and through the semester, parents/parent liaisons have been notified of work not completed or not done to the expected Victorian Curriculum/EAL Companion standard with redemption opportunities given (see above) throughout to bring work up to standard), then parents/parent liaisons and the student will be informed of the outcome and the decision for the following year.
- 11.3. Hard-copy proof will be provided via the LMS, as well as contract via email/letter/phone (and recorded in Schoolbox). See below for the process of informing parents/parent liaisons.

12. Process for teachers/faculties:

- 12.1. Teachers will be required to make it clear to students what pieces of work are essential/critical to securing an 'S'. This will be based on the curriculum maps/outlines that will be posted to Schoolbox at the beginning of each term, which will include all preparatory/assessment work as required by the course/department.
- 12.2. Teachers will issue an early notice via email and/or written letter to parents in advance of the 'N' grade being awarded. This will be flagged for parents/parent liaisons at the same time that interim reports are issued, and those students who are in danger of not being promoted to the next level, and do not have parents/parent liaisons attending Parent-teacher interviews, will be required to meet with the relevant Head of Faculty/Head of House and possibly the Assistant Principal/Head of Secondary who will lay out expectations and possible outcomes if requirements are not met.

- 12.3. Teachers are required to notify parents/parent liaisons at the same time (if not prior) to Interim reports of an impending 'N' grade. All students will then be placed on academic contract to ensure that requirements are met, following a meeting with parents/parent liaisons.
- 12.4. For Unit 1-4 Studies only: if a student misses a planned SAC/SAT due to illness they must supply their class teacher with a medical certificate.

13. VCE Study Program: Promotion from Year 10 to Year 11, VCE:

- 13.1. To be promoted from Year 10 to Year 11, a student must complete any early entry Unit 1 and 2 subjects and other subjects selected for Units 1 and 2 in year 11 (or related field) to a standard such that the student has developed the skills and met specific subject criteria that will enable successful progression through the Senior School program.
- 13.2. The grades achieved by students are used as the basis for promotion and a C grade/60% (minimum) is required in the core subject (English/EAL) for promotion to Year 11.
- 13.3. The determination for this will rest on exams, assessed coursework that has been graded against Victorian Curriculum/EAL Companion and other summative and formative assessments conducted by the English teacher.
- 13.4. Students who are not making the required progress will be required to either:
 - re-sit required assessments to achieve the required standard;
 - re-sit exam/s; or
 - be placed on a conditional contract from the beginning of Semester 2 at Year 10 to ensure that they are meeting the academic requirements as determined by the relevant Head of Faculty/Assistant Principal. Students who fall into this category are expected to attend all Homework Clubs.
- 13.5. Failure to meet the requirements for progression will result in the student having to repeat the current academic year level until the student is deemed sufficiently able to undertake VCE Unit 1-2 studies.
- 13.6. Students may study a VCE subject at Unit 3-4 level in Year 11 only if they are academically suited and have demonstrated the maturity to undertake the subject. Any recommendations by subject teachers, in conjunction with the Head of Faculty, must be approved by the Assistant Principal/Head of Secondary.
- 13.7. Before a student is accepted for a Units 3-4 study, they must achieve at least a B grade (roughly 70%) in the subject studied in Year 10, and will only be granted permission if the Head of Faculty and the Assistant Principal/Head of Secondary deem them suitable to undertake the study of this subject. EAL students must achieve a 'Satisfactory' level in EAL and the relevant subject selected.

(Insert date)

Dear Parent/Parent Liaison,

RE: SAC and Unit Grade Redemption Opportunity

I am writing to you because *[student name]* has completed an assessment task that does not show a satisfactory understanding of the outcome being assessed.

The VCAA policy states that if a student performs unsatisfactorily on an assessment task; or is absent from an assessment task or receives an overall unit grade of 'N' then they have one chance at redemption. In line with this policy, and in order to demonstrate a satisfactory achievement of this outcome/unit, a redemption task will need to be completed *by [student name]*. It is the policy of the School that all redemption tasks must be completed at an after school catch-up session.

It is important that *[student name]* completes this work at the **next** after school catch-up session as class time is far too valuable to miss and may have an adverse impact on subsequent assessments.

Catch-up sessions are held in Room *(insert room)* commencing at *(insert time)*. The class runs for one hour (may vary due to assessment) and is supervised by a VCE teacher who will distribute the allocated work accordingly:

Student:	
Subject Teacher:	
Subject:	
Assessment Task:	
Original Due Date:	
Catch-up Session:	

If you have any queries, please do not hesitate to contact the Head of Faculty or myself on (03) 9497 4777.

Yours sincerely,

Class Teacher.

Assessment Policy

Alphington Grammar School's policy on assessment adheres to the Victorian Curriculum Assessment Authority (VCAA) policies on assessment. In broader terms, VCAA policies address assessment conditions, assessment submission, inclusivity of students and special consideration for students.

The VCAA syllabus documents are founded on standards-based assessment. All stakeholders, including students, parents, parent liaisons and teachers, need to be aware that marks and grades can only be awarded where authentication of student work can occur and be ratified by School Leadership, and cannot be awarded where no work is submitted.

This document outlines for parents, parent liaisons and students, as well as teaching staff, the responsibility to adhere to school protocols and timelines; and the consequences that can follow due to breaches.

1. Rationale:

- 1.1. At Alphington Grammar School teaching and learning is our core purpose, and we inspire and equip all students to strive for excellence in their academic pursuits to reach their personal best. We believe that the achievement of enhanced academic outcomes and personal best performance is a product of shared values, practices and commitment to excellence.
- 1.2. At Alphington Grammar School we strive to equip all students with the knowledge, skills and attributes to participate successfully in society, and to develop lifelong learning skills that will prepare them for a multitude of futures in a globally mobile workforce.
- 1.3. At Alphington Grammar School we believe that:
 - excellence is a product of personal best effort;
 - academic honesty and integrity are not negotiable (see AGS Academic Honesty Policy);
 - students must accept responsibility for their own performance;
 - excuses for academic underachievement are always unacceptable;
 - teachers play a pivotal role in the management of optimal student learning experiences;
 - families play a key role in enhancing student learning outcomes;
 - the school accepts responsibility for progressive reporting to parents online and in an ongoing manner (see AGS Assessment and Progressive reporting Policy); and
 - the school accepts responsibility for promoting an academic culture where learning and scholastic achievement are highly valued.
- 1.4. The Alphington Grammar School Assessment Policy reflects VCAA Policies, Australian Curriculum, Assessment and Reporting Authority (ACARA) guidelines.

2. Terminology:

- 2.1. **ACARA:** Australian Curriculum, Assessment and Reporting Authority - an independent statutory authority for improving the learning of all young Australians through world class school curriculum, assessment and reporting.
- 2.2. **Academic Award:** An award presented on Speech Night based on results available up to the end of the third term and in some cases, very early in the fourth term, levels of achievement and rank order performance across subjects (for more information, see the School Handbook).
- 2.3. **Assessment:** The purposeful, systematic and ongoing collection of information about students' learning.



- 2.4. **Assignment:** A task undertaken over an extended period of time, with sufficient class time allocated to it to facilitate a satisfactory result. Assignments may be research projects, extended writing tasks, reports, folios, models, works of art, oral presentations, field reports or practical performances.
- 2.5. **Academic Award:** The recipient of the Academic Award will exemplify the best performance across the following categories: classwork and formal assessment, participation, homework and exam result where applicable.
- 2.6. **SAC:** School Assessed Coursework.
- 2.7. **Endeavour Award:** The recipient of the Endeavour Award will display significant improvement/application in the following: consistent dedication to class related activities including homework and working to capacity.
- 2.8. **Head of Faculty:** Member of staff who oversees and manages a faculty/discipline of subjects with responsibilities for facilitating learning and assessment programs.
- 2.9. **Special Consideration:** Official school recognition of exceptional circumstances, generally provided by the Assistant Principal/Head of Secondary, which allows for extended time or other alterations to assessment tasks, conditions or programs.
- 2.10. **Unexplained Absence:** An absence from school for which there is no prior notice or no notice given at the time of the absence.
- 2.11. **VCAA:** Victorian Curriculum Assessment Authority - The Victorian Curriculum and Assessment Authority is a statutory authority of the Government of Victoria responsible for the provision of curriculum and assessment programs for students in Victoria.

3. Purpose and Principles of Assessment:

- 3.1. The purpose of assessment are to:
 - promote, assist and improve learning;
 - inform and improve programs of teaching and learning;
 - provide information for those people (students, parents, parent liaisons, teachers), who need to know about the progress and achievements of individual students to help them achieve to the best of their abilities;
 - help students achieve their personal best standards;
 - provide for meaningful progressive reporting; and
 - provide information to the progression committee about 'at risk' students who do not reach the Year 10 progression point of 60% in English/EAL.

4. Assessments:

- 4.1. Assessments will be reported in the following ways, Formative and Summative.
- 4.2. Formative Assessment:
 - any number of assessment instruments relative to each subject;
 - assessment marks to be entered in LMS Markbook; and
 - progressively reported and published in LMS.
- 4.3. Summative Assessment:
 - ongoing assessments throughout the academic year;
 - one formalised exam at the end of Semester 1 and Semester 2 for each subject from Years 10 to 12;
 - one formalised exam at the end of Semester 1 and Semester 2 for Core subjects in Year 9;
 - assessment marks to be entered into the class mark book in the LMS;
 - to be reported at the end of Semester 1 and Semester 2 (7-11); and
 - progressively reported and published in LMS throughout the term.

5. Retention of Student Work:

- 5.1. Most student assessment is prepared electronically; necessitating the practice of backing up data. Therefore, the school encourages students to keep files of submitted assessment. It is not usual practice to return SACs to students. Assignments and test papers are returned in class for perusal but are taken up again and kept by the class teacher.
- 5.2. In Years 11 and 12 complete folios and SACs/SATs of student work are kept by the class teacher for two years.

6. Special Consideration Application:

- 6.1. There may be times during the course of the year when students require emergency special consideration due to illness, mental health concerns, bereavement, representative sport or other unforeseeable life circumstances that may impact on their opportunity to engage in learning and be assessed fairly.
- 6.2. **It is the student's responsibility to alert the Assistant Principal/Head of Secondary to make the request for Special Consideration (see Clause 14).**
- 6.3. In the case of Years 10-12 students, documentation such as a medical certificate is imperative to support such a request; parental letters of explanation are required for other reasons.

7. VCE Examination Rules and Procedures:

- 7.1. During formal testing, VCE examination conditions will apply.
- 7.2. All students must report to the exam supervisor before their exam.
- 7.3. The subject teacher/examination supervisor will ensure that all desks are separated with as much space as possible between them. Where possible, students will be seated, facing the same direction.
- 7.4. Students will not speak, other than to the supervisor, in an examination. They will raise their hands and wait for the supervisor to approach them.
- 7.5. All test work (including student responses) shall remain the property of Alphington Grammar School and no copies will be given to parents/students or tutors.
- 7.6. Basic stationery items like pencil, eraser, pens, highlighters sharpeners and rulers are allowed.
- 7.7. No bags, or other materials (other than the stated equipment) will be allowed into the examination room, students are only to bring in the required equipment.
- 7.8. Pencil cases can be brought in the exam room ONLY IF THEY ARE TRANSPARENT (the contents in the case must be clearly visible to the exam supervisor).
- 7.9. Basic stationery DOES NOT include aids for curve sketching, Mathomat, MathAids or geometrical drawing instruments such as compasses, set squares and protractors.
- 7.10. An English and/or bilingual printed dictionary is allowed for the English and EAL exam only.
- 7.11. Bottled water is allowed, no more than 1.5L and must have a secure lid.
- 7.12. Water bottles MUST NOT be placed on the table at any time/not refilled during the exam and not shared between students.
- 7.13. No borrowing of equipment will be allowed during examinations. Students will be given no consideration for inadequate preparation.
- 7.14. Medication should only be taken as part of approved Special Examination Arrangements.
- 7.15. You may bring an asthma inhaler into the exam room, this is allowed. The inhaler should be placed on top of your table where it can be seen clearly and easily by the exam supervisor.
- 7.16. NO electronic devices are permitted in the exam room.
- 7.17. NO correction fluid or correction tape is permitted in the exam room.
- 7.18. NO notes are permitted.

- 7.19. NO textbooks are permitted.
- 7.20. NO blank paper or loose sheets of paper are permitted.
- 7.21. All watches must be removed and placed at the top of the student's table where it can be clearly seen and easily by the exam supervisor.
- 7.22. NO stopwatches or any watches with special functions are permitted.
- 7.23. Extra time is only allowed as per the examination instructions OR Special Provisions document issued by the Head of Learning Support.

8. Absence from Examinations:

- 8.1. If a medical certificate/letter explaining circumstances (absence due to illness or similar unforeseeable circumstance) has not been presented to the Exam Coordinator, then Special Consideration will not be granted.
- 8.2. **Year 9** when ill or legitimately unable to attend school, and absent from examinations, parents/parent liaisons should:
 - ring the school to notify of absence; and
 - email the relevant Head of House and the Exam Coordinator.
- 8.3. **Years 10-12** when ill or legitimately unable to attend school, and absent from examinations, parents/parent liaisons should:
 - ring the school to notify absence; and
 - attach the medical certificate/letter explaining circumstances to the relevant Head of House and Exam Coordinator.
- 8.4. On return to school, the student must follow up with the Exam Coordinator and subject teacher to organise a new timeline to sit the missed examination. Preference is given to lunch/after school to avoid further disruption to learning.

9. Submission of Assignments:

- 9.1. For the successful completion of assignments, it is expected that an outline of structured steps will be provided by the subject teacher. Teaching will be supportive of the assignment process and monitoring of student progress throughout the development of the task, will be an integral part of encouraging successful student participation and completion. Progressive monitoring of student work is an expectation with set dates for such monitoring to be clearly established between the teacher and the class. (e.g. draft due date). If such dates are not met, a parent/parent liaison will be notified by the teacher.
- 9.2. The responsibility lies with the student to ensure the successful submission of the assignment in the scheduled class. If no class occurs on the due date, the work must be given to the subject teacher on that day (e.g. by 3.35 pm). Assignments may not be handed to office staff.
- 9.3. In Years 11 and 12, failure to complete a course of study in a particular subject by not submitting all required assessment instruments or attending mandatory field trips/excursions may result in the student receiving an 'N' in that subject for the VCE.
- 9.4. Incomplete coverage of Year 11 and 12 courses also has possible implications for Units of credit, which will have a further impact on meeting the requirements for the VCE/ATAR and on the student remaining VCE eligible.
- 9.5. Drafts or other proof of process such as, practice essays or assignments in the lead up to the assessment are considered an important part of the process involved in assignment writing. Such evidence may be required to be submitted with final assignments for a variety of reasons, including evidence that the work is that of the student. Students must keep a copy of their drafts or proof of process, as well as their final assignment. In addition, to avoid loss of work, students are encouraged to back up all assignment work, including drafts, on their network drive and/or USB.

- 9.6. If a student is absent on the day an assignment is due, endeavours should be made to submit the assignment either electronically, prior to the due date (if absence is known in advance) or by other means. If this is not possible, the student must send an email to the teacher and the Head of Faculty that the assignment is unable to be submitted. It must be submitted the next day and the HOF may deduct 5% per late day from the final result, if a medical certificate is not presented.
- 9.7. Students are encouraged to submit word-processed copies of their assignment into Turnitin, as instructed by class teachers. Assignments should be submitted with:
- a title page that contains the student's first name and surname, House, subject teacher's name, the generic title of the assessment piece (e.g. Comparative review; Personal recount) and the due date, if stipulated on the tasksheet; and
 - a footer on each body page that contains the student's first name and surname, Homeroom class and the generic title of the assignment. Numbered pages assembled in the correct order.
- 9.8. To avoid plagiarism and to maintain academic honesty in assignments, students must acknowledge their information sources by providing:
- in-text citations (Years 9-12 students); or
 - a bibliography (Years 7-12 students).

10. Application for Assignment Extensions:

- 10.1. Students are to approach the appropriate subject teacher who will make a decision in consultation with the Head of Faculty if they wish to apply for an extension of time in advance of due date.
- 10.2. All advanced extensions must be negotiated no later than **3 days prior to the due date**. Applications the day before are generally inappropriate.
- 10.3. The final decision to permit an extension, and the length of any extension, will be made by the relevant Head of Faculty after consultation with the subject teacher.

11. Late Submission Assignments:

- 11.1. Students should be aware that there are consequences that will be enforced for those who submit assignments after the due date without an approved extension from the Head of Faculty or Special Consideration from the Assistant Principal/Head of Secondary. In the event that an extension has not been granted, the student will be required to submit drafts and his/her current work in progress on the due date, which will be marked according to the criteria and a result assigned.
- 11.2. In the case of **Years 10-12** students, in some circumstances, subject teachers may (after discussion with their Head of Faculty), selectively update this draft with a "final copy" of an assignment submitted by the student after the due date.
- 11.3. It should be noted that computer problems associated with the completion or submission of assignments will not be accepted as valid reasons for lateness. A lost file, email failure, printer failure or lack of printing credit is not an excuse for failure to submit an assignment.
- 11.4. In the event of a technology failure, a hand written copy or draft is to be submitted with a note of explanation from the parent/parent liaison.
- 11.5. Students should note that a late submission will result in the daily reduction of 5% off the final result for each day assignment remains outstanding

12. Failure to Submit Assignments:

- 12.1. If a student in **Years 7-9** fails to submit any work on the due date, the following procedures apply:
- the subject teacher will discuss non-submission with the student and make contact with the parent/parent liaison;
 - the Head of Faculty will be notified for recording purposes; and

- if an assignment is not submitted to the subject teacher as negotiated, the student will complete the assignment at a detention as determined by the Head of Faculty and submit whatever is completed. Submitted work will be marked against the full suite of assessment criteria. If the assessment is not completed at the detention, the student will receive an 'N' grade. This will likely lead to that student failing the unit.
- 12.2. If a student in **Years 10-12** fails to submit any work on the due date, the following procedures apply:
- the subject teacher will discuss non-submission with the student and contact parents/parent liaisons;
 - the subject teacher will make a pastoral note in the LMS;
 - the Head of Faculty will be notified for recording purposes;
 - the student must submit the assignment electronically on the day the non-submission is discussed, or in a negotiated detention with the teacher; and
 - if the assessment is not completed at the detention, the student will receive an 'N' grade. This will likely lead to that student failing the unit.



14. Alphington Grammar School Special Consideration:

Student Name: _____ **Year Level:** _____ **House:** _____

Date of Absence: _____ to _____ Ongoing

Reason for Special Consideration:

Illness	Mental Health issues
Family Bereavement	Family Travel/Holidays
Stress Related Issues	Other

Special Consideration does apply, please action:

An outline of classwork covering above dates and emailed to: _____
New timelines for assignments negotiated with the student.
Student to sit missed exam at a negotiated time to complete assessment requirements.
Student to sit the missed exam upon return to your next lesson.
No penalty to apply to missed assessment; mark the student as absent, with no penalty.
Finalised school report based on work done until: _____ No penalty to apply to work missed beyond above date.
Changes to the criteria for assessment. Due to extended conditions surrounding this assessment subject teacher will need to reflect these variations in the way the holistic mark is awarded i.e. if the result is 'atypical' then it may not necessarily be factored into rankings.

No Special Consideration is given in these circumstances:

No Special Consideration is to apply. Assessment must be completed and marked but the holistic mark needs to factor lateness. A penalty applies for late submission in this instance.

The proforma is distributed to:

Assistant Principal/Head of Secondary
Head of Faculty and Head of Support
Head of House
Subject teacher

Comments:

Student Attendance Policy

Daily school attendance is important for all children and young people to succeed in education and to ensure they do not fall behind socially, academically and developmentally.

1. Student Attendance:

- 1.1. Alphington Grammar School's Policy requires all students to attend a minimum of 90% of their classes, and 93% of their classes at VCE level. This ensures students maintain satisfactory levels of attendance to progress in their course.
- 1.2. Attendance is checked and recorded daily in Homeroom and in classes. In class, attendance is taken at the beginning of each period.
- 1.3. Late arrival to school is recorded by the Front Office and will be included in attendance calculations. Students arriving late to school must sign in late at the Front Office or they will be marked absent for the day.
- 1.4. Alphington Grammar School supports all students to achieve attendance requirements.
- 1.5. Alphington Grammar School implements an Intervention Strategy for students not meeting attendance requirements.

2. Student Absences:

- 2.1. All absences from school must be satisfactorily explained. There are some circumstances under which the School may decide to approve student absences.
- 2.2. Short absences (less than two days) should be explained via email or phone call from the student's Parent/Parent Liaison. Phone calls should be directed to the School absence line. Emails should be addressed to the relevant House Mentor and the Front Office (info@ags.vic.edu.au).
- 2.3. Absences longer than two consecutive days require a medical certificate.
- 2.4. In special compassionate circumstances, the School may grant authorized leave for a student (refer to Section 3 below). To apply for an absence that is longer than two days, Parents/Parent Liaison should contact the relevant Head of House or Year 7 Coordinator, who will direct the request to the Assistant Principal for consideration.
- 2.5. Any absences longer than five consecutive days without approval will be investigated by the School.
- 2.6. Families are strongly discouraged from leaving early for holidays or returning late due to the significant impact this will have on the student's academic progress.
- 2.7. The School will commence an intervention strategy should the following events occur:
 - student is absent for five consecutive days without approval;
 - student is at risk of not meeting attendance requirements before a student's attendance drops to below 90% (or to below 93% at VCE level); or
 - student develops a pattern of absenteeism.

3. Compassionate circumstances:

- 3.1. Compassionate and compelling circumstances for approved absence may comprise one or more of the following circumstances:
 - injury of the student or student's close relative which requires hospitalisation or impedes activities of daily living;
 - a mental health condition of the student or student's close relative that results in hospitalisation or functional impairment;
 - death/bereavement of a close relative such as parents or grandparents;
 - serious illness (where a medical certificate has been granted stating that a student has been unable to attend class);



- adverse experience that has impacted the student, which could include being witness to or victim of a serious accident or being a witness to, or victim of, a crime, natural disaster, or terrorism event;
- a traumatic experience which has impacted the student (cases should be supported by Police/Psychologist reports); and
- other compassionate/compelling circumstances at the discretion of the School.

4. Intervention:

4.1. The intervention strategy may include the following procedures:

- Parents/Parent Liaison of students at risk of breaching the School's attendance requirements will be contacted by phone or email. The relevant Head of House or Year 7 Coordinator will discuss the issue with families and will offer strategies and guidance to help the child improve their attendance, Support will also be offered to help the student with any circumstances influencing their absenteeism; and
- where a student continues to fail to meet attendance requirements, the issue will be escalated, and the School will convene a parental meeting attended by the Head of House, the School Psychologist, and the Deputy Head of Secondary or the Head of Secondary.



Behaviour for Learning Policy

Actions students choose will have consequences. Good choices will result in praise and rewards, poor choices will result in consequences.

1. Purpose:

- 1.1. To improve standards of behaviour in the learning environment and eradicate disruptions which hinder learning.
- 1.2. To encourage students to take responsibility for their own actions.
- 1.3. To communicate to students what good behaviour means.
- 1.4. To use constant positive reinforcement in the pursuit of high standards of work and behaviour.
- 1.5. To provide a clear set of rewards and sanctions, which all students, parents/ parent liaisons, carers, and staff understand.

2. The contribution of Parent/Parent Liaisons to good behaviour:

- 2.1. Support the principles of the Behaviour for Learning Policy.
- 2.2. Work together with the School to ensure their child follows instructions and school rules.
- 2.3. Send their child to school punctually every day, wearing the correct uniform, having had a good sleep and a healthy breakfast.
- 2.4. Email the House Mentor regarding any factors that may make it difficult for their child to behave in an appropriate manner.
- 2.5. Be supportive and take an active interest in their child's experiences at school.
- 2.6. Convey any personal achievements gained outside of school to the House Mentor/Head of House.
- 2.7. Contact the House Mentor or Head of House if they have concerns.
- 2.8. Attend meetings with staff, when requested, to discuss their child's behaviour.

3. The contribution of students to good behaviour:

- 3.1. Students are expected to:
 - arrive on time to school every day, fully equipped and wearing the correct school uniform;
 - have a positive attitude at all times towards staff, students and other members of the School community;
 - respect school property and the property of others;
 - act as positive ambassadors (and role models for the younger students) for the School when off school premises;
 - never harm, put down or bully any member of the School community (See Anti-Bullying Policy);
 - listen to and be respectful of the opinions, views and beliefs of all other members of the School community;
 - cooperate with all members of the School community;
 - cooperate with the systems that have been put in place to promote positive behaviour; and
 - follow school rules.

4. Consequences:

- 4.1. The consequence system is used when students make the wrong choices.
- 4.2. The system is consistent across the Secondary School and gives students the opportunity to reflect on their actions and change their behaviour.



4.3. Expectations regarding behaviour are also consistent across the Secondary School.

5. Misbehaviour off School Premises:

- 5.1. Alphington Grammar School students are expected to be positive ambassadors for the School at all times.
- 5.2. The expected standard of behaviour described in this policy also applies to students on educational trips, visits, work experience, sporting events, travelling to and from school and when wearing the Alphington Grammar School uniform.
- 5.3. Any Alphington Grammar School student misbehaving off school premises will receive an appropriate sanction, if possible at the time of the incident, if the student is under the supervision of a staff member when the incident happens. Otherwise, students will receive an appropriate sanction upon their return to school.
- 5.4. Intimidating or threatening behaviour from Alphington Grammar School students towards the general public will not be tolerated.

6. Inclusion and Behaviour:

- 6.1. For students experiencing personal difficulties, there are a number of support mechanisms in place.
- 6.2. Each student has a House Mentor, who they see on a daily basis. Equally, subject teachers or support staff may become aware of students experiencing personal difficulties. Students and Parents should contact the relevant House Mentor or Head of House if they have concerns. The School Nurse and School Psychologist are also available to support students.
- 6.3. In all cases, the student's Head of House will be informed and appropriate support will be put in place.

7. Banned Substances:

- 7.1. The following substances are banned:
 - alcohol;
 - drugs;
 - cigarettes;
 - vapes; and
 - mood altering substances.
- 7.2. Students who are found using, or in possession of, these substances while on school grounds or whilst off school grounds but wearing the Alphington Grammar School Uniform will be issued a serious sanction at the School's discretion.

8. Mobile Phones:

- 8.1. Students in Year 7, 8, 9, 10 and 11 are not permitted to use their mobile phones at school, or for school related activities. Please refer to the Mobile Phone Policy for full details of rules, processes and sanctions.
- 8.2. Students in Year 12 may have access to their phones during school hours once they are using them responsibly. Misuse of phones will result in an Infringement, and may require further follow up with the student's Head of House.

9. Infringements:

- 9.1. Infringements are digitally issued for breaches of the following school rules:
 - persistent lateness to Houseroom;
 - persistent lateness to class;
 - being unshaven;
 - wearing obvious makeup;



- wearing fingernail polish that is not in line with the School Uniform Policy;
 - wearing jewellery that is not in line with the School Uniform Policy;
 - chewing gum;
 - incorrect uniform (including Sport uniform);
 - having their shirt untucked (winter uniform);
 - long hair (below the collar) not being tied back neatly;
 - misuse of technology (e.g. playing games in class);
 - repeated non-completion of homework;
 - persistent disruption to the learning environment; and
 - persistent disorganisation (See 9.4.).
- 9.2. When a teacher issues an Infringement, they will discuss the issue with the student. Students and Parents can check Infringements on Sentral.
- 9.3. If a student accumulates three Infringements within one term, they will automatically be assigned an after school (Friday) detention. (See 'Sanctions' below.)
- 9.4. An Infringement Notice will be issued in consultation with the Learning Support Department.

10. Pastoral Report Card System:

- 10.1. Report cards are used by Heads of House, Heads of Faculty and the Head of School to monitor a student's progress and attitude across the School for a designated period determined by the relevant senior staff.
- 10.2. During the monitoring period all class teachers, parents/parent liaisons and the supervising teacher are required to sign the report each day to evaluate how a student is progressing.
- 10.3. If students do not consistently achieve the targets indicated on the report card issued by their Head of House or Head of Faculty, they will be subject to an additional week on report in addition to an after school (Friday) detention.
- 10.4. If students do not demonstrate satisfactory improvement, they will be placed on an escalated report under the supervision of the Deputy Head of Secondary or Head of Secondary. If satisfactory improvement is not achieved, a suspension will occur.

11. Sanctions:

- 11.1. A variety of sanctions exist and are directly related to the seriousness of the offence.
- 11.2. Lunchtime/recess detentions:
- 11.2.1. Issued and managed by the classroom Teacher or House Mentor as a result of:
- non-completion of homework;
 - disruptions to the learning environment; and
 - not maintaining classroom standards expected of Alphington Grammar School students.
- 11.3. After school (Friday) detentions:
- 11.3.1. Issued by a Head of House or Head of Faculty;
- 11.3.2. Communication will be made with parents/parent liaisons at least 24 hours before it is due to take place. Offences include, but are not limited to:
- inappropriate behaviour;
 - rudeness towards members of the School community;
 - regular disruptions to the learning environment;
 - the accumulation of three Infringement Notices within one term; and
 - regular non-completion of homework and/or classwork.
- 11.4. Internal suspensions:
- 11.4.1. Internal suspensions from school are sanctioned by the Heads of House;



- 11.4.2. Students are internally suspended for a variety of reasons including, but not limited to:
- a single, serious behavioural incident;
 - persistent poor behaviour in or around the School;
 - persistent disruption to the learning of others; and
 - during investigation or pending decisions related to poor behaviour.
- 11.5. External suspensions:
- 11.5.1. External suspensions from school are sanctioned by the Assistant Principals. They are used as a sanction for serious offences including, but not limited to:
- violent or threatening behaviour;
 - extreme rudeness or defiance towards a member of staff or member of the School community;
 - theft of another person's property;
 - bullying (see Anti-Bullying Policy);
 - racism, homophobia, sexism and other forms of prejudice and discrimination;
 - recording any member of the School community without permission;
 - inappropriate use of social media (see Acceptable Use of Technology Policy);
 - racist, sexist and homophobic comments and behaviour;
 - any form of physical violence;
 - carrying a weapon;
 - vandalism;
 - carrying/use of drugs, alcohol, or mood altering substances; and
 - continued poor behaviour despite three internal suspensions being issued.
- 11.5.2. The length of the suspension will be determined by the seriousness of the offence.
- 11.5.3. Following the suspension, students must attend a reintegration meeting with the Deputy Head of Secondary, where the seriousness of the incident is emphasised and the consequences of continued behaviour of this type is outlined.
- 11.5.4. After two suspensions, the student's enrolment will be reviewed by the Principal.
- 11.6. Expulsion (Principal):
- 11.6.1. This is very much the last resort after:
- all the other sanctions have proved ineffective;
 - three external suspensions have been issued; or
 - the offence is so serious that no other sanction is appropriate.
- 11.7. Sanctions will be decided upon at the discretion of the Principal and the Assistant Principal, Head of Secondary.

Mobile Phone Policy

Alphington Grammar School has put considerable thought into the role that technology can and should play within the school day.

The School embraces beneficial technology in countless ways, which is why we have introduced a laptop program. However, to help protect their wellbeing and academic progress, students in Years 7-11 are not permitted to use their mobile phones at all during school hours.

The following Policy applies to Year 7, 8, 9, 10 and 11 students only. Year 12 students are allowed access to their mobile phones throughout the school day, but must use them responsibly, and should not allow this privilege to affect their studies.

While mobile phones are not permitted during school hours, the School recognises that Parents/Parent Liaison may want their children to have their mobile phones with them when travelling to and home from school. The Policy recognises this preference for safety purposes.

Given that young people are very attached to their mobile phones, the School will continue to facilitate workshops that teach responsible and healthy usage. However, the School cannot take responsibility for the communication students have on their mobile phones (via calls, texts and social media) outside of school hours. We recommend that Parents/Parent Liaison monitor their child's/children's mobile phone usage, as misuse can have extremely detrimental effects on the health and wellbeing of young people.

1. Purpose:

- 1.1. The purpose of this policy is to provide students, Parents/Parent Liaison and staff of Alphington Grammar School with guidelines regarding expectations surrounding mobile phones.

2. Expectations:

- 2.1. Mobile phones are not to be used, seen or heard from the time students arrive at school until the end of classes at 3.35pm if students are not attending any clubs after school. If students are attending after school clubs, their phones must remain locked in their lockers until they are leaving the premises.
- 2.2. Mobile phones should be switched off or turned to silent and locked in lockers during these times.
- 2.3. Additionally, mobile phones are banned from school camps and Australian Gateways experiences. A contact number will be provided to Parents/Parent Liaison for these events, for urgent use only.
- 2.4. In case of emergency during the school day, Parents/Parent Liaison can contact their children by phoning School Administration.
- 2.5. Students who choose to bring mobile phones to school do so at their own risk. They are responsible for locking their phones securely in their lockers. Alphington Grammar School accepts no responsibility for the security of said mobile phones.

3. Procedures and Sanctions:

- 3.1. If a student is found with their mobile phone during the school day, at Homework Club, on a school event, on an excursion or during/in transit to Sport, the following will occur:
 - **Indiscretion 1** - The staff member will confiscate the phone and it will be stored securely at School Administration until the end of the school day;
 - **Indiscretion 2** - The staff member will confiscate the phone and it will be stored securely at School Administration until the end of the school day. The student will also be issued with an After School Detention; and



- **Indiscretion 3** - The staff member will confiscate the phone and it will be stored securely at School Administration until the end of the school day. At this point, the Head of House or Year 7 Coordinator will need to set up a meeting with a Parent/Parent Liaison to discuss the issue.
- 3.2. Lead pastoral staff will return confiscated phones at School Administration at the end of each school day between 3.40 and 3.50pm. Students will need to be punctual in collecting their phones.
 - 3.3. If a student is found with a mobile phone on Year 7 camp, their Parents/Parent Liaison will be contacted to come and collect their child from camp.
 - 3.4. If a student is found with a mobile phone on any other camp or Australian Gateways experience, it will be confiscated for the duration of the trip.
 - 3.5. It should be noted that it is a criminal offence to use mobile phones (or any technology) to threaten, harass, or invade a person's privacy. The School's Behaviour for Learning Policy outlines the sanctions for specific behaviours (e.g. taking a photograph or video of a member of the school community without permission; misuse of social media). Serious consequences, including suspension, will ensue in such situations, and this may include involving the relevant external authorities.

4. Related Documents:

- 4.1. AGS Acceptable IT Use Policy.
- 4.2. AGS Behaviour for Learning Policy.



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