

Mount Evelyn Christian School

Senior School Policies & Procedures Handbook 2019

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MECS Vision Statement

Seeking the Kingdom of God in Education.

MECS Mission Statement

We provide Parent-governed, Christ-centred schooling with learning experiences that challenge each student to actively live for God in His world, while partnering with Christian parents in the nurture of their children at a price affordable to those who are committed.

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General Procedures

Attendance

Students need to attend sufficient class time to complete coursework done mainly in class necessary for authentication. If a student is absent for more than two days, a **medical certificate**, must be handed in to the VCE Coordinator. Accurate documentation relating to absences is vital and can only be of benefit to students when matters of Special Provision and Consideration of Disadvantage are being decided.

If a student is absent due to ill health during the assessment of an outcome, a doctor's certificate is to be produced on the student's return to school. This student will receive a "UG" (Ungraded) and will need to request the opportunity to sit the SAC. The subject teacher will provide them with a **VCE Application for Learning Outcome or SAC Extension Form**. This form must be promptly completed and forwarded to the subject teacher. It is vital that parents / guardians should immediately inform the VCE Coordinator in writing explaining the reasons for the absence. This important documentation will be kept in the student's file. Parents / guardians need to be aware / approve of student absences.

If a student is absent for reasons other than illness, a **VCE Application for Learning Outcome or SAC Extension Form** must also be sought from the subject teacher. When returned, the teacher will discuss the reasons for the request with the VCE Coordinator. This request will not automatically be granted.

The minimum class attendance is 90%.

Students must be in attendance at school at all times between 8:45am and 3:30pm. The following exemptions apply if the accompanying procedures are followed:

- Students who have no classes timetabled after lunch may leave at the beginning of lunch if they have completed an "Early Release Request Form", submitted it to the Senior School office and had this approved. This only applies to students in Years 11&12 as Year 10 students have scheduled classes all week. This form can be picked up from the Senior School Office at any time and has been emailed with this letter.
- Year 11& 12 students who have a whole day without scheduled classes must still come in to school for the first five periods unless their parent/guardian presents a case for them being able to use their study time more productively at home or there are extenuating circumstances that mean that being at home would be more beneficial for their child. Requests must be made in writing to the Senior School Co-ordinator, Amelia Koole akoole@mecs.vic.edu.au .
- Attendance at Connect In time and Assembly at 8:45am is compulsory. This time together is an essential component of the Senior School community. It provides opportunity to build relationship and connection with one another; which will provide support and encouragement over a students' time of senior schooling. This is also a time when notices are handed out so students who regularly miss this time often miss important information.
- Year 11 & 12 students whose classes start later must still come into school at 8:45am for Connect In and use their study periods in the Study Centre as usual. Exemptions are granted only in exceptional circumstances and a request must be made in writing to the Senior School Co-ordinator, Amelia Koole.

Cars

Students need to inform the Senior School Coordinator if they wish to drive to school (see form in appendix). Students' cars should be parked in the gravel car park next to the Gym. Students are not permitted to travel to and from school in fellow student's cars without parental permission (see form in appendix). The privilege of bringing a car to school will be withdrawn from any student who does not observe school regulations i.e. speed limits etc. on school property.

Student Drivers

To carry out the strict 'Duty of Care' requirements that are required of schools the following expectations are in place for students who wish to use their cars travelling to and from school.

- Students must be properly licensed and display appropriate 'P' plates.
- Students must obey the road rules and obey the driving restrictions within school grounds.
- Students may only carry one other student passenger (as per Vic Roads laws) where express permission has been given by parents/guardians, to the Senior School Coordinator. This permission must be clear and in writing whether it is an ongoing arrangement or a 'once only' situation.
- Students are expected to park in the gravel car park next to the Gym.
- Students are not permitted to drive to an excursion.
- Cars are parked at the owner's own risk.

Students who drive to school are not permitted to take their car out during the day. Like any other student, they must remain on the school property from when they arrive at the start of the day to when they have finished classes and depart the school for the day.

Any student driving to and from school must seek permission by completing and submitting an application form to the Senior School Coordinator. The application includes a parent's signature and details of the make, colour and registration number of the car or cars most likely to be driven are also to be provided.

Collaborative Work Rooms

These workspaces are intended for **group study** and as a place for staff to meet or work with students. Therefore Staff have priority access to these rooms for working with students and as a meeting space (especially the first meeting room). It is recommended that individual study occurs in the study centre.

The Year 12 Study Centre is to be used by the year 12 students for collaborative study only and the same rules apply as per the collaborative work rooms, although the space may be used at lunch and recess if required.

Use the sign in booking system. It is recommended no more than 2 sessions per week in these rooms.

- It is **not a room for social gathering**. Use of rooms should be work-focussed.
- The rooms are **not to be used at lunch and recess times** unless for dedicated and focussed group work.
- **Food is not permitted in these rooms.**
- Loud conversations or playing music out loud is discouraged.

Computers/ Computer Work and Mobile Phones/ICT

Students are encouraged to use the BYOD program with their own laptops and tablets to enhance their learning at school.

Students are permitted to carry mobile phones, but there are some guidelines on their use:

- Phones and other devices must be used in a respectful manner to all members of the school community. Taking photos or videos without permission is not acceptable.
- Mobile phones should not be used in class, unless permission is given by a teacher.

If a staff member at any time directs a student to stop using a phone, this needs to be adhered to immediately.

A student who uses a computer to produce work for assessment is responsible for ensuring that:

- There is an alternative system available in case of computer or printer malfunction or unavailability.
- Hard copies of the work in progress are produced regularly.
- Each time changes are made the work is saved onto a back-up file. The back-up file should not be stored with the computer.

It is the student's responsibility to ensure work is submitted as directed and difficulties with computer technologies are not considered a valid excuse for failure to hand in work by the relevant deadline.

Students should seek to follow normal school procedures in the use of computers and carefully follow teacher and/or technician instructions. Students must not seek to alter the computer settings by any method and should report any computer fault to the Senior School Coordinator. Computers are there for the benefit of all Senior School students.

Mount Evelyn Christian School does not guarantee the availability or workability of school computers, printers or network on any day. We request that students notify the Senior School Coordinator of any issues with computers.

MECS Computer Network

All Secondary students are given access to the MECs computer facilities and network. This is considered a privilege and not a right, thus these privileges may be withdrawn if they are not honoured. MECS monitors computer use and Internet traffic.

When using the school computer network, students must:

1. Co-operate fully with staff regarding the use of computers and the Internet.
2. Use it for educational purposes specified by teacher(s).
3. Not use it for games, chat rooms. Social networking, etc.
4. Only use email and blogs for school work and with staff permission.
5. Be respectful in what they write in emails, blogs, etc. and only use language that the writer understands and is acceptable to MECS.
6. Respect others and always get permission before taking, using or publishing photos or videos of them.
7. Not actively seek out rude or offensive material or websites.
8. Not give their password to anyone.
9. Not use anyone else's password or username or allow them to logon for them.
10. Not use anyone else's account nor let others to use theirs.
11. Let the teacher know immediately if they suspect that someone knows their password.
12. Not give out any personal information about themselves or others (eg. names, addresses, telephone numbers, or photos).
13. Not download or upload material except under instruction from a teacher.
14. Not try to buy or sell things over the Internet.
15. Not arrange meetings with anyone over the Internet.
16. Not break copyright rules by using material from websites beyond copyright conditions. Students will seek appropriate permission where required.
17. Not take or illegally copy any school software or try to install or run their own.

18. Not circumvent Internet filtering software or hardware.
19. Not spoil the computers or the network by misuse, damage, hacking or changing the way they are set up.
20. Not attempt to connect any electronic communications device (eg. phone, iPad, game console) to the school network.

Detentions

Students may be issued with a **short detention** for the following reasons:

- Incomplete or late submission of homework (non -learning outcome).
- Dress code infringement.
- Inappropriate behaviour.
- Excessive lateness.

Short detentions run from 12:45 – 1:05 pm in the Study Centre and are supervised by Mrs Boutillier.

Students may be issued with a **long detention** for the following reasons:

- Ongoing or more severe discipline issues.
- Learning outcome not submitted on time.
- Significantly disrespectful behaviour towards a staff member or other student.

Long detentions are served on Thursday afternoons after school in the Study Centre from 3:30-4:30 and are supervised by the Senior School Coordinator.

Connect In Groups

Each Year 10, 11 and 12 student is part of a Connect In group. During this time the roll will be marked, devotions and prayer time, and general administrative duties carried out. Attendance at Connect In groups is compulsory.

Dress Guideline Infringements

Students in breach of the school's dress guidelines (Dress Guideline is outlined in the MECS student diary) will be instructed to go to the Senior School office where they will be given appropriate "plain" clothing to change into, or instructed to remove jewellery item. The student will remain in the Senior School office until their clothing meets the required dress guidelines and then they can return to class. Students will need to return the school's "plain clothes" to the Senior School Office at the end of the day for washing. Parents will be notified of dress code infringements.

Examinations

MECS has examinations for students from Year 7 onwards. Examinations should be treated as an important facet of education and an opportunity to demonstrate what has been learnt during the year. In Year 12, MECS also provides students with practice exams. Practice examinations provide excellent opportunities for students to hone their skills and refine their time management prior to the actual examination.

All VCAA Year 12 Examinations are held at Mount Evelyn Christian School unless the student has been instructed otherwise by the VCE Exam Coordinator. It is vital that all students read, understand and abide by the VCAA regulations specified for examinations through their publications (VCE EXAMS NAVIGATOR).

General Student Behaviour

Students are encouraged to conduct themselves in a respectful and polite manner to all members of the school community. Students are expected to appropriately respond to any reasonable request or instruction by a MECS staff member.

Behaviours that are not permitted on campus:

- Swearing or offensive language.
- Use or possession of the following items: cigarettes, alcohol, illicit substances, pornographic materials or weapons.
- Bullying or abuse.
- Sexual activities or prolonged physical contact.

Home Study

We are often asked as to how much study VCE students should undertake. This is a difficult question to answer as students work in different ways and at different rates. However, if you want to do as well as you can in the VCE it is important that you commit yourself to a consistent study program.

Study periods provide an opportunity for students to work at school and seek advice from their teachers and peers. In addition, students are expected to study at home. While students may not have set homework each night, it is recommended that students undertake at least two hours of study per week night during the VCE years, preferably in the early hours of the evening rather than late at night.

The home study environment should be clean and well lit and free from distractions such as the television, the internet, the radio and phones.

At the start of each year students are encouraged to develop a study timetable and to stick with it for the year. Revision of class notes and text book summaries are vital parts of preparation for both School Assessed Coursework (SAC) and exams and it is important that students consistently study their coursework material rather than leave it to a few days before an examination.

Interschool Sports Day Attendance

The MECS Senior School seeks to encourage all students to flourish in their areas of strength and passion. This includes participation in sports and interschool sports days. As a general principle, we support student attendance and participation, but have some guidelines in place to assist in determining when it is appropriate for students to attend.

- There may be instances where attendance at an interschool sports day raises concerns for a teacher/s due to incomplete student work. In such cases the Sports Coordinator will contact the parents of the student informing them of their child's wish to attend the sports day and communicate the teacher/s concerns with this. It is then at the discretion of the parents, in conjunction with the student, to make a decision about whether they attend the sports day. Concerns about medical fitness or suitability will follow the same process. Issues relating to unsuitable behaviours are at the discretion of the Senior School Coordinator in deciding the suitability of student attendance on interschool sports days.
- In some instances there may be existing negotiated contracts/ expectations agreed upon by the Senior School Coordinator and parent that have academic requirements which need to be satisfied in order for the student to attend interschool sports days.

Out of Bounds Areas

Students are required to stay within the school boundaries unless given permission by a teacher. Senior School students are only permitted on the oval during break times if playing sport. This is not a space for social gathering. See map in Appendix for out of bounds areas.

Private Study Time

VCE students undertaking private study during lesson time will be expected to be in designated study areas, unless specific arrangements have been made with a subject teacher or VCE Coordinator. VCE students are expected to use the study centre for, at the very least, 50% of their study periods. The library and the study centre are designated areas for students to work in quietly – they are not places for discussions. The collaborative work rooms can be used for group work that requires discussion.

Computers have been provided for students in the Senior School Study Centre.

Students are allowed to work outside. Students should observe normal bell times.

See 'Attendance' for rules regarding early departures.

Study Centre

The study centre is set aside for silent, individual study.

- **Year 10 students** must spend all their allocated study blocks in the classroom designated on their timetable under the supervision of their "Study Teacher".
- **Year 11 and Year 12 students** need to spend a minimum of 50% of the study blocks in the study centre. The Year 12 Study Room adjacent to the Study Centre, may be used for collaborative work by Year 12 students, but talking must be at a low level and remain on topic.

No food or drink (apart from water) is permitted in the study centre. Individual music devices are permitted in the study centre so long as the sound does not carry or cause distraction to others.

School Maintenance & Sustainability Practices

All members of the Senior School community are responsible for the care and maintenance of facilities and resources.

Each Connect In group will be allocated an area of responsibility. As well as this, each group will oversee the maintenance of the room in which they meet. This includes vacuuming, rubbish pick-up, cleaning tables, closing windows, turning of lights and heating/air-conditioning.

Additionally, the Senior School seeks to implement appropriate recycling and sustainability practices.

Staff Room

If you require to talk to a Senior School staff member out of class time, please visit the staffroom. Knock on the correct door as signed, and wait for a staff member to respond.

Student Belongings

MECS has long had an open locker policy. To maintain this system it is imperative that students are considerate of other students' personal belongings. Any concerns about breaches in this area to be reported to the Senior School Coordinator as soon as possible.

Student Expectations

As well as meeting the normal requirements of Mount Evelyn Christian School, Senior School students are expected to:

- Behave in a manner that is considerate to others.
- Be an excellent role model for both younger students and peers by exhibiting maturity at all times.
- Be punctual to all Connect In groups and lessons.
- Make wise and diligent use of study periods.
- Take a prominent role in school events where possible.
- Respect the property and privacy of others in the study rooms at all times.

Theatrette Use

Students are allowed to use the Theatrette during break times as well as when they don't have class (so long as it is not in use by a teacher). Students are expected to maintain and clean all resources in the room (such as the sandwich toaster), and keep the room in an orderly and neat state. If it is not, there may be times when student access is restricted.

Use of Photocopier

Students wishing to photocopy should use the student photocopier in the library or study centre. Please ensure that all work is properly acknowledged and not misrepresented as own.

Visitors to the School

All visitors to the school need to sign in through the administration using the ipad and display a visitor badge while on campus.

In general whilst we want to be a welcoming school, it is not appropriate for students to have visitors onsite without permission from the Senior School Coordinator for the visitor to be here. (For example, a past student visiting from interstate/overseas may be appropriate - during lunchtime/recess).

It is not appropriate for students to be meeting up with visitors in the carpark/school yard during school hours, nor for visitors to be parked and 'waiting' (in their car, or within the schoolyard) for extended periods of time.

Visitors who are seen to be loitering around the senior school car park will be asked to leave the premises.

Social gatherings should be held on the weekend in a more suitable location. Our focus is student learning, we are a school, not a social hang-out.

If students are contacted by friends to arrange a visit/catch up, they should be instructing their friends that they will need to wait until after school and in another location.

Work Experience

Work experience provides opportunities for students to learn more about a particular profession that they might be interested in or to learn about work in general. Students are required to undertake work experience during Years 10 and 11. In Year 10, work experience is conducted as part of Year 10 Careers and held during the July holidays (MECS' extra week) and also end of November. In Year 11, students can undertake a second work experience, but for one week only. Generally, students are to find their own work experience. However, assistance in finding placements can be found through the VET/Careers Coordinator.

VCE

MECS Policy on the application of Victorian Curriculum Assessment Authority (VCAA) Rules

The Rules [*\(p-82 of 2019 VCE and VCAL Administrative Handbook\)*](#)

1. A student must ensure that all UNACKNOWLEDGED work submitted is genuinely their own.
2. A student must therefore ACKNOWLEDGE all resources used:
 - a. Texts, websites and other source material.
 - b. The name and status of any person who provided assistance and the type of assistance provided.
3. A student must NOT receive undue assistance from another person.

Acceptable assistance:

- Includes the incorporation of ideas or material derived from other sources but which has been TRANSFORMED and used in a new context.
- Prompting and general advice from another person which leads to refinements and or self-correction.

Unacceptable assistance:

- Use of, or copying of, another person's work or other resources without acknowledgment.
 - Corrections or improvements made or dictated by another person.
4. A student must not submit the same piece of work for assessment in more than one study, or more than once within a study.
 5. A student must not circulate or publish written work that is being submitted for assessment in a study in the academic year of enrolment.
 6. A student must not knowingly assist another student in a breach of rules.

The School's Responsibility [*\(p-43 of 2019 VCE and VCAL Administrative Handbook\)*](#)

The teacher will inform the student in writing of:

- All work they need to do to achieve **S** for the unit *via* the Study Design.
- All work they need to do for Graded Assessment *via* the Study Design.
- Class attendance requirements.
- How to submit work- Study Design.
- Timelines and deadlines for completing work (*via* **the Study Planner**).
- Procedures for obtaining an extension of time (see below).
- Internal school appeal procedures (see below).
- Procedures that follow the event of a student missing a SAC: a letter from an independent health professional (medical problem) or independent professional (personal trauma/serious intervening event) is required (*via* **the Study Planner**).

- That all SAC results **may** change as a result of statistical moderation by the examination.
- The need to retain work completed for assessment until the end of the academic year in which the work was undertaken.

Satisfactory VCE unit results [\(p-69 of 2019 VCE and VCAL Administrative Handbook\)](#)

The student receives **S** for a unit when the school determines that all Learning Outcomes are achieved satisfactorily.

A student must:

- Observe the VCAA and school rules.
- Produce work that demonstrates achievement of the outcomes.
- Submit work on the due date set by the teacher, usually by 8.45 am into the box outside the Senior staffroom for assessment tasks and learning outcomes **not** completed in the classroom.
- Submit work that is clearly their own.

If a teacher judges that **all** outcomes are achieved, the student satisfactorily completes the unit.

Not Satisfactory VCE unit result [\(p-69 of 2019 VCE and VCAL Administrative Handbook\)](#)

The student receives **N** for the unit when one or more of the learning outcomes are not achieved because:

- The work does not demonstrate achievement of the outcomes.
- The student has failed to meet a school deadline for the assessment task, including where an extension of time has been granted for any reason, including Special Provision.
- The work cannot be authenticated.
- There has been a substantial breach of rules including school attendance rules.

Failure to achieve an 'S' on a learning outcome: redeeming outcomes

[\(p-69 of 2019 VCE and VCAL Administrative Handbook\)](#)

If a student submits work for an assessment task and it **does not** meet the required standard for satisfactory completion, the teacher will (within 5 school days) allow the student to submit further work. This work will be allowed in order to allow the student to meet satisfactory completion requirements of the task and hence the unit. However, the originally assessed scores awarded by the school will stand and will **not** be changed by the re-submitted work. The teacher may also consider other work previously submitted provided it meets the requirements.

Observations of individual work done in class should be recorded. The teacher and student must sign each recorded observation. If the school is being reviewed, this sheet should be included with the work.

Discipline [\(p-83 of 2019 VCE and VCAL Administrative Handbook\)](#)

In the event of a breach of the above rules the school shall give the student at least 24 hours notice (in writing) to attend an interview where the alleged breach of rules will be discussed. The interview panel will consist of the study teacher and the VCE Coordinator. The student may have a parent or friend attending but only in a support role. Following the interview, the principal shall advise the student of any set penalty.

Student Appeals [\(p-86 of 2019 VCE and VCAL Administrative Handbook\)](#)

A student has a right to appeal against a decision of his or her school imposed in respect of a contravention of the VCAA assessment rules. In the first place a student needs to bring his or her appeal to the VCE Coordinator who will consider the matter and respond in writing to the student. If a student is not satisfied

with this response he or she may appeal to the VCAA. This appeal must be made in writing to the Chief Executive Officer of the VCAA not later than 14 days after the student receives written notice of the school's decision. The student's right of appeal does not apply to decisions about satisfactory completion of a course arising from a student's attendance or other disciplinary decisions of a school not arising from a contravention of VCAA assessment rules.

Class Attendance ([p-68 of 2019 VCE and VCAL Administrative Handbook](#))

All VCE units require 50 hours of class time. A student needs to attend sufficient class time to complete work. Students are expected to attend **all** classes for all units. However, they can miss up to **six days** of classes per unit (with accompanying parent notes of explanation) without having to apply for **Special Provision for School-assessed Coursework and School-assessed Tasks and Unit Completion**. Students who are **late** (more than 5 minutes) for classes without a written excuse will have their parents contacted. They will, by being marked absent for late attendance, thereby put themselves at risk of not satisfactorily completing the unit because of a breach of school attendance rules.

Procedures for obtaining an extension for a piece of work (non-SAC)

In the event that a student determines that he or she will be unable to meet a work dead line because of an illness, personal trauma or a serious intervening event, he or she should fill in an **'Application for Learning Outcome Extension'** (copies are in the MECS student diary/front office) and submit this to the Year level coordinator (Year 10) or VCE Coordinator. If the extension is granted, the coordinator will, in consultation with the relevant teacher, grant the extension and this signed form must then be attached to the piece of work when it is submitted.

In the event that the student is **not** present on the day (due to illness, personal trauma or a serious intervening event) that a deadline falls, then on the **first** day of return, the student should submit the **'Application for Learning Outcome Extension'** form to the coordinator as indicated above. The signed extension form should be attached to the work when it is submitted.

Absence from SACs

The following procedures apply to students who miss classes in which SACs are to be completed.

1. In the event that a student is unable to attend school to complete a SAC because of a **medical** problem.

The student will consult an independent health professional (being a medical doctor, psychologist or physiotherapist) who has specific knowledge of the student's illness/circumstances which affect the student's ability to attend school and complete the SAC. The health professional will issue a certificate to cover the student's absence on the day.

2. In the event that a student is unable to attend school to complete a SAC because of a **personal trauma** or **serious intervening event**.

The student will consult an independent social worker, member of the clergy, police officer, solicitor or funeral parlor operator who has specific knowledge of the student's circumstances which affect the student's ability to attend school and complete the SAC. The professional will issue a certificate to cover the student's absence on the day.

In either case, the certificate is to be handed to the VCE Coordinator together with a completed 'Application for VCE Learning Outcome Extension / SAC' form (to be found in the student diary) within **two** days of the student's return to school. A student will only be allowed to **undertake** the missed SAC upon submission of all signed documentation (independent professional and VCE Coordinator) to the teacher. The teacher will then determine a new date for the SAC. Upon completion of the SAC, the teacher shall give the original certificate plus application forms to the VCE Coordinator for safe keeping. The VCE Coordinator will scan the certificate and form and email these to the teacher and senior school secretary.

3. **Failure** to submit supportive documentary evidence as described above will result in an **UG** for the assessment task. The number grade will be determined by the teacher after consulting the *2017 Grade Distributions for Graded Assessments* from the VCAA website. The student has 5 school days to satisfactorily complete the assessment task under **supervision** to achieve an 'S' for the learning outcome.

Special Provision

When a student is absent for prolonged periods or has been unable to complete all assessment tasks because of illness or other special circumstances the school may, on application, grant Special Provision for school based assessments. The Special Provision granted may allow a student to work from home for a period of time. The student and school should complete the application for **Special Provision for School-Assessed Coursework and School-Assessed Tasks and Unit Completion form** and this form, together with the supporting evidence, will be retained at school.

Computer Work

A student who uses a computer to produce work for assessment is responsible for ensuring that:

- There is an alternative system available in case of computer or printer malfunction or unavailability.
- Hard copies of the work in progress are produced regularly.
- Each time changes are made the work is saved onto a back-up file. The back-up file should not be stored with the computer.

MECS Senior School Forms



Passengers of Student Drivers

Date: _____

I _____ (parent/guardian) give permission

for my son/daughter _____

to travel with _____

for this year from today ____/____/____ to the end of the year.

for this date only ____/____/____.

Signed (parent/guardian) _____

Please hand this document to the Senior School Coordinator



Students need to inform the Senior School Coordinator if they wish to drive to school. Students' cars should be parked in the gravel car park next to the Gym. Students are not permitted to travel to and from school in fellow student's cars without parental permission. The privilege of bringing a car to school will be withdrawn from any student who does not observe school regulations i.e. speed limits etc. on school property.

School Car Parking Permission Form

Date: _____

Student

Student Name: _____

Student Signature: _____ Date: _____

Parent

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Description of Vehicle

Car Registration Number: _____ Colour of Car: _____

Make of Car: _____

School Approval:

Approved by: _____

Signature: _____ Date: _____

Please hand this document to the Senior School Coordinator