



Year 12 Students 2017

Dear Parents and Students,

Welcome back to Senior School at Duncraig Senior High School for 2017. It will be both a challenging and rewarding year for all our Year 12 students in their final year of Secondary schooling. **I would encourage both students and parents to attend the Year 12 Parent / Student Information Evening – Tuesday, 7th February (7 pm – Gym). Students who fail to attend this evening will need to attend a compulsory session at FlexiTime on Thursday 8th February (period 5).** At this meeting a range of issues relating to Curriculum, Good Standing Policy, assessment as well as tips for maximizing student academic potential will be explored.

Communication, Senior School Bulletin Board (SSBB), Events Calendar

Postage costs are no longer being met by the Department of Education. As a result, most communication with parents will be through SEQTA email and websites. Please ensure that the school has your current email address. **Parents will need to check their email regularly to remain informed and pass on relevant information to students.**



Senior School students and parents will also need to regularly check the **Senior School Bulletin Board (SSBB)**. This website is updated every couple of days and contains valuable information including letters, opportunities, policies, calendars. It is an expectation that students and parents will consult this site regularly for updates.

It is essential that all students and parents are aware of upcoming events and commitments to aid planning. To this end, you can [download a Senior School Event Calendar](#) from the SSBB which will give you dates for important parent nights, revision classes, exams and a lot more. Please read this calendar carefully and enter important dates on your own calendar.



Homework and assessment expectations

At Duncraig Senior High School we are working hard to build and maintain a *Culture of Excellence*. Young adults need guidance and support in developing a strong work ethic and this will require the support and intervention of parents. Success in Senior School is about ensuring that adequate and regular study times are established and maintained. It is also important to keep a life balance so making sure that students stay connected to family and friends as well as maintaining hobbies such as sport and music. Year 12 Form Teachers will be distributing a [“Success Checklist”](#) which provides students with key steps to both maximize their academic potential as well as maintain an important life balance. Online activities including social media (Facebook) and online gaming have the potential to distort this life balance. Parents and students will need to establish and negotiate a partnership to agree upon reasonable time allocations to these activities. Students and parents should also monitor part time work commitments. Studies have shown that once a student is working more than 6 hours per week their academic progress is impeded. Senior School students will be expected to be able to account for following this **“Success Checklist”** particularly during mentoring meetings or meetings with either the Senior School Coordinator (Ms Baker) or myself. Please note that SEQTA will be used for all assessments in Senior School this year. Senior School Course outlines can also be downloaded from SEQTA. Parents can login into SEQTA at this link: <https://pa.duncraigshs.wa.edu.au/>



The [Senior School assessment policy](#) is clearly outlined in both the Information Booklet, School Diary or online at the SSBB. Strict adherence to a structured homework and review program and making sure that assessments are submitted on time and are of the highest quality are at the forefront of student achievement. Please ensure that you read the Assessment Policy and that you understand the consequences of not submitting work on time and in particular missing key assessments such as tests. Please be aware of the requirements for attendance at Exams and External Set Tasks (EST).

Please be aware that as from 2017, if a student doing an ATAR course fails to do the WACE exam in that course, the course will not be used to count towards WACE. Specific details of this requirement are given in the [Year 12 section of the SSBB](#)

Parents will be notified via a letter of *Academic Concern* if students fail to submit an assessment. Any student demonstrating a pattern of not submitting assessments will lose their *Good Standing*.

Rigorous testing program

During the first seven weeks of Term 1 students who are studying ATAR courses, will do at least two rigorous tests in each course. This result will be used as an indicator to how the student will perform at the end of the year. Students will be given the results and parents should be sent a 'Letter of Concern' by the teacher if the results are not satisfactory. Students who are not performing satisfactorily across a number of subjects will be counselled by the Senior School Coordinator and Associate Principal (Senior School) with a view to moving them to an academic program which will improve their chances of success.

Scaling and moderation of student scores (also referred to as “mark adjustment”)

It is considered best practise by the *School Curriculum and Standards Authority* and *Department of Education* to moderate student scores at the completion of major assessment periods such as the end of each Semester. The process of moderation involves using historical data of student performance in past external examinations to adjust school based scores to reflect the same mean (average) and degree of spread (standard deviation). School based scores will be adjusted so that their mean and standard deviation reflects this historical data. This results in a final student score that is more indicative of realistic state performance and should reduce the degree of scaling required for our Year 12 students at the end of this year. This process can be of concern to students, particularly when raw student scores are scaled downwards. The process will be further explained at the parent information evenings. For more information about the mark adjustment process can be obtained from a [link at the top of the SSBB](#).

Student Services and Good Standing

The concept of Good Standing is one used extensively in education and the work place. It recognises the efforts of the individual student in maintaining satisfactory standards in the important areas of attendance, assessment and behaviour. By Senior School, students should be aware of how to behave appropriately as to not disrupt other students learning. Good Standing goes beyond just good behaviour and also relates to the completion of assessments, good attendance and adhering to the dress code. Failure to follow the guidelines of the '*Good Standing Policy*' will result in students having their *Good Standing* withdrawn. This results in students being unable to attend out of school social activities, including the School Ball. Students who maintain Good Standing over all of Year 12 will be issued with a Certificate of Good Standing which is a valuable addition to their Curriculum Vitae.

Ms. Baker (Senior School Coordinator) will work very closely with the Year 12 Coordinator (Ms Jodi Bavin) to ensure that a high standard of student support and behaviour is maintained. I have impressed with all staff the importance to maintain close contact with parents. If your child is referred to Student Services for any issue you will be immediately contacted via phone.

Early start and finish students

There are a significant number of Year 12 students who will have late starts and early finishes if they are completing courses such as Physical Education Studies or Outdoor Education. Students who have early starts must ensure that they arrive to their classes on time. Students who consistently arrive late put their Good Standing at risk. Students who finish their school day early must leave the school grounds immediately. They do not need to sign out but the expectation is that they will go straight home.

FlexiTime (Thursday period 5) and attendance expectations

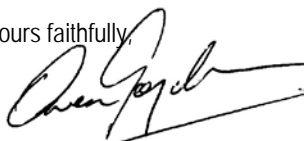
Thursday period 5 is known as "FlexiTime". This period will be used by the school for a number of activities including:

- Meetings with the Senior School Coordinator, Year 12 Coordinator or Associate Principal
- Learning area assessments
- Learning area incursions and excursions
- Presentations from external consultants (Elevate Education)
- Year 12 Coordinator meetings as required etc.

Student attendance at these sessions is compulsory and students will be marked as truants if they do not attend. This may also impact upon Good Standing. If your child has no scheduled activities for this period they are to go home at lunchtime. The FlexiTime calendar will be [updated regularly at the SSBB](#). Please ensure you open the calendar in Acrobat Reader,

Finally I would like to wish you all a very successful year. Please get in contact with me via phone (6241 5020) or email (Owen.Goyder@education.wa.edu.au) if I can be of any more help.

Yours faithfully,



Owen Goyder – Associate Principal (Senior School)