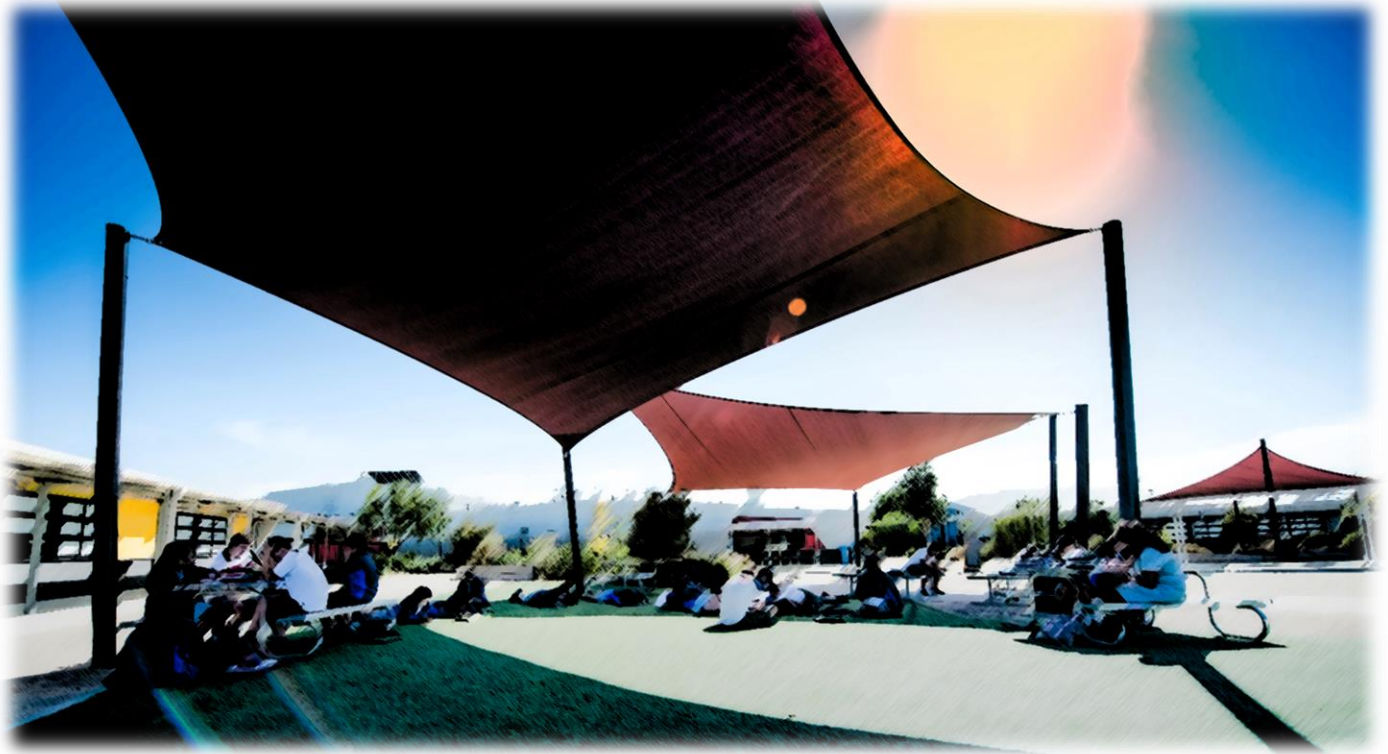




Alkira Secondary College

Respect, Integrity, Care and Excellence



2021

VCE

Student Handbook

15 Nurture Ave
Cranbourne Nth VIC 3977
Tel: (03) 5991 3500
Fax: (03) 5991 3599
Web: <https://www.alkirasecondarycollege.com.au>
Email: alkira.sc@edumail.vic.gov.au

Contents

Introduction		Pg. 3
Later Years Team		Pg. 4
VCE Key Dates		Pg. 5-6
Introduction to VCE Studies		Pg. 7
The VCE Requirements	Duration	Pg. 7
	Satisfactory Completion of the VCE	Pg. 7
	Satisfactory Completion of a Unit	Pg. 7
VCE Program and Assessment	Year 11 Program	Pg. 8
	Unit 1 & 2 Assessment	Pg. 8
	Year 12 VCE Program	Pg. 8
	SACs and SATs Unit 3 & 4 Assessment	Pg. 8
	What do S, N and NA mean?	Pg. 8
Students Meeting Deadlines		Pg. 8
Attendance		Pg. 9
Presentation of SAT's		Pg. 10
Unit 'N' Results		Pg. 10
Extensions		Pg. 10
VCE Exams	June and November	Pg. 10-11
Examination Expectations	Attendance requirements, Reporting	Pg. 10-11
The GAT Exam		Pg. 11
Course Load (VCE)		Pg. 12
Promotions Policy		Pg. 12
Fast Track / Acceleration Studies		Pg. 13
Virtual School Victoria		Pg. 13
Unscored VCE		Pg. 13
Final Day for Course Changes		Pg. 14
Policies and Procedures	Possible Breach of Authentication	Pg. 14
	Plagiarism/Copying	Pg. 14-15
Special Provision		Pg. 15-16
Study Information for Students	Successful Study – What does it look like?	Pg. 16
	Homework versus Home Study	Pg. 16-17
	Advantages of Study	Pg. 17
	Drive Your Own Learning	Pg. 18
	Use of Study Periods	Pg. 18
Appendices/Forms/Applications	Appendix 1 – Satisfactory Completion of a Unit	Pg. 19
	Appendix 2 – Process for VCE Redemption (Resit) and Reschedule (Alternate)	Pg. 20
	Appendix 3 – Notification of Potential Breach of Authentication	Pg. 21
	Appendix 4 - Request for Subject/Class or Home Group Change form	Pg. 22
	Appendix 5 – Application for Assessment Task Extension	Pg. 23
	Appendix 6 – Application to Redemption Result	Pg. 24
	Appendix 7 – Declaration of Student's Own Work	Pg. 25
	Appendix 8 – Student Driving to School Policy	Pg. 26-29

Introduction

This handbook is designed to assist students at Alkira Secondary College in matters relating to Victorian Certificate of Education (VCE) studies in 2021. It also contains information about specific rules, processes and procedures that are applied in the VCE at Alkira Secondary College. This handbook should be read in conjunction with relevant policy documents, accessible via the college website. Of particular relevance is the Later Years - VCE Policy.

The Victorian Curriculum and Assessment Authority (VCAA) is responsible for the development, maintenance and implementation of the VCE. The information in this booklet is largely based on the 'VCE/VCAL Administrative Handbook', an official publication of VCAA available online at:

<https://www.vcaa.vic.edu.au/Documents/handbook/2021/VCEVCALAdminHandbook2021.pdf>

Students enrolled at Alkira Secondary College must abide by the administrative guidelines and regulations of the VCE/VCAL. It is the responsibility of students and their parents to be fully aware of VCAA regulations and the expectations of Alkira Secondary College relating to the VCE.

The VCE Student Handbook should be read in conjunction with all other relevant policy documents. These can be accessed via the college website.

Parents and students should contact the relevant Later Years Team member or specific teaching staff if they have any questions relating to the rules, processes and procedures contained within this handbook.

Alkira Secondary College – Later Years Team

Later Years Team for 2021

VCE Leader
 VCAL Leader
 Cowarr Head of House
 Yann Head of House
 Towera Head of House
 Malloo Head of House
 Senior School Administration Assistant
 International Students
 Head of Student Wellbeing
 Careers and Pathways

Jason Nicholas
 Jarryd Pack
 Kaylee Hyland
 Jennifer O'Reilly
 Kristine Wolfe
 Rob Sale
 Rebecca Oliphant
 Simone McKenzie
 Belinda Richardson
 Leanne Wilson
 Charmaine Dsouza

Senior Studies at Alkira Secondary College 2021**VCE**

Accounting
 Biology
 Business Management
 Chemistry
 Chinese Language, Culture and Society
 Drama
 Product Design and Technology
 English
 English (EAL)
 Food Studies
 Geography
 Health & Human Development
 History – 20th Century / Revolutions
 Literature
 Legal Studies

Maths (General)
 Maths (Further)
 Maths (Methods)
 Maths (Specialist)
 Media
 Physical Education
 Physics
 Psychology
 Studio Arts
 Systems Engineering
 Visual Communication

VETIS

Information Technology – Creative and Digital
 Media
 Sport and Recreation

Key Dates for VCE Students 2021

Please make a note of the dates listed below

Wk.	Date	Event
1	Thursday 28 th January	First Day Conferences
	Friday 29 th January	Year 7 and 12s return
2	Monday 1 st February	All students commence
3	Monday 8 th February	Year 12 Assembly – VCAA Paperwork
	Monday 8 th February	Senior Cricket
	Tuesday 9 th February	Year 11 and Year 10 Fast Track Assembly – VCAA Paperwork
4	Monday 15 th February	VCE Parent Info Night (Yr. 11 & 12) 6-7:00pm & VCE – Elevate Study Skills session for parents (7-8:00pm)
	Thursday 18 th February	College Photos
5	Monday 22 nd February	Year 12 STRIVE Day #1 – All day
6	Thursday 4 th March	College Swimming Carnival
7	Monday 8 th March	Labour Day
10	Tuesday 30 th March	Round Table Conference Day
	Thursday 1st April	Term 1 Ends –
	Friday 2nd April	Good Friday
Term 1 Holidays		
1	Monday 19th April	Term 2 Starts
2	Sunday 25 th April	Anzac Day
	Friday 30 th April	Term 2 Prof Learning Day TBC
3	Monday 3 rd May	Senior Girls Football & Senior Boys Netball
	Tuesday 4 th May	Year 12 STRIVE Day #2 – Sessions 2-4
4	Friday 14 th May	Vic Careers Expo (50 x Yr 11 Students)
6	Thursday 20 th May	Athletics Carnival
7	Monday 31 st May	Unit 3 in-class Trial Exams to commence
	Friday 4 th June	Final Day for Unit 2 Course Changes
8	Monday 7 th June	Senior Sport Day
	Tuesday 8 th June	School House Meetings
	Wednesday 9 th June	GAT Exam (All students studying Unit 3 & 4 Subject)
	Thursday 10 th June – Thursday 17 th June	Yr 10 & 11 Exam period
9	Monday 14 th June	Queen's Birthday
	Tuesday 15 th June	Start of Unit 4
	Friday 18 th June	Exam Catch Up/Exam Reflection Day
10	Monday 21 st June	Start of Unit 2
	Monday 21 st June	Yr 10/11 Central Australian tour begins
	Friday 25 th June	House Activity Day - Cross Country/Colour Run
	Friday 25th June	Term 2 Ends
Term 2 Holidays		
1	Monday 12th July	Term 3 Starts
2	Monday 19 th July	Proposed HGT-Parent-Student Reflection Day
	Tuesday 20 th July	Alkira SC – Future Options Expo, Year 11 and 12 2022 Info Evening (afterschool/evening)
	Thursday 22 nd July	Year 10 → 11 Course Counselling Assembly session 4 Year 11 → 12 Course Counselling Assembly session 4
3	Monday 26 th July	Year 10 Course Selection Domain Presentations (sessions TBC)
4	Wednesday 4 th – Friday 6 th August	Year 10 → 11 Course Selection Days
7	Thursday 26 th August	Year 12 STRIVE Day #3 – sessions 3&4
9	Monday 6 th September	VCAA Examination timetable released
	Tuesday 7 th September	Round Table Conferences
10	Friday 17 th September	Final day for Unit 4 SACs
	Friday 17th September	Term 3 Ends

	Term 3 Holidays	Year 12 Holiday Trial Exam program (week 1 – Mon-Thurs and Week 2 Mon)
1	Monday 4th October	Term 4 Starts
	Monday 4 th October – Tuesday 19 th October	Unit 3 / 4 Exam Revision
	Friday 8 th October	SEAS Closes tbc
2	Friday 15 th October	Last day to lodge second language applications for 2022
3	Tuesday 19 th October	Year 12 VCE Last Day of Classes
	Wednesday 20 th October	Yr. 12 Celebration Day/Assembly
	Thursday 21 st October	Valedictory Dinner (Alencia)
	Friday 22nd October	Last day for Unit 2 SACs
5	Tuesday 2 nd November	Melbourne Cup Day
7	Monday 15 th – Tuesday 23 rd November	Yr. 10 & 11 Exam program
8	Wednesday 24 th November – Tuesday 7 th December	2022 Headstart Program
	Thursday 25 th November	Sem 2 House Day - TBC
11	Monday 13 th December	VCAA results released, ATAR Results
	Friday 17th December	Term 4 Ends

Introduction to VCE Studies

The VCAA (Victorian Curriculum and Assessment Authority) offers a diverse range of subjects that may contribute to the VCE. Most students' VCE programs consist of approximately 22 units usually completed over two years.

The VCE Requirements

Duration

The VCE is usually completed over two years, however there is no limit to the number of years you may take to accumulate unit results towards achieving the Certificate. If you require an ATAR score you must complete the program within 3 years.

The VCE is made up of many different units of study. A study is a subject, for example, English or Biology. It is made up of four units (Units 1, 2, 3 and 4), each of which is a semester in length. Units 3 and 4 of a study must be completed as a sequence (within the same year – except for NHT subjects).

Satisfactory Completion of the VCE

To meet the requirements of the VCE, each student must satisfy the following:

- demonstrate all learning outcomes in a minimum of 16 Units (achieve an "S"), which must include:
- 3 units of English or English equivalent (EAL, Literature or Language), two of which must be a Unit 3 and 4 sequence
- 3 sequences of unit 3 and 4 (year 12) studies other than English

Satisfactory Completion of Unit

Satisfactory Completion of Studies:

To gain a satisfactory pass, students must:

- demonstrate the required Learning Outcomes (specific Key Knowledge and Skills) on designated school assessed coursework, school assessed tasks or via a work requirement
- complete a satisfactory amount of assigned coursework
- complete homework, as a significant amount of the required time to complete work for each unit is designed to be spent out of class time
- meet attendance requirements

A student who does not demonstrate a satisfactory level of understanding on an assessment task:

- will have an opportunity to re-sit a Redemption Task as set by the teacher to gain a satisfactory result for the outcome
- this task may be the original task once again, only the parts where the student did not demonstrate the required level of understanding or a new task that requires the student to demonstrate the specific key knowledge and skills related to that outcome.
- will keep their original numerical mark from the initial assessment task, with students now attempting to gain an 'S' for the Outcome in their second effort
- must complete the redemption task (organised through the Positive Climate for Learning Office) within one week of the student being made aware of an 'N' result for a task
- can re-attempt an assessment task once through the redemption process
- may be able to satisfy the outcome using authenticated coursework (consultation process between class teacher and VCE Leader)
- can apply to appeal an unsuccessful redemption task through application (please see Appendix 6) and/or the VCE Leader for more information). Appeals will be considered by the Later Years Team who may allow a student a further opportunity to attempt to demonstrate the required knowledge and redeem the outcome. The Later Years Team will inform both the student and relevant teacher on the outcome of the appeal

If any Outcome is not completed satisfactorily by a student, then the result for that Outcome and the Unit will be an 'N'.

VCE Program and Assessment

Year 11 VCE program

Typically, a student will complete 6 subjects/studies at the college in Year 11. Some students apply and are deemed able to do a Year 12 study as one of the 6 (see Fast Track Studies and Course Load pages 12 and 13).

Unit 1 and 2 Assessment

The VCE is a dual level certificate (Year 11 and 12) where students must demonstrate knowledge and skills to a satisfactory level ('S').

Students must achieve 40% or greater for each SAC/SAT task to avoid being required to undertake a Redemption Task. Work requirements (such as coursework/book work, homework tasks, etc.) are additional tasks that students are required to undertake to show an understanding of a Learning Outcome and therefore necessary to achieve an 'S' result.

Year 12 VCE program

Year 12 students will study 5 subjects at the college. (see Course Load page 12).

SACs and SATs – Unit 3 and 4 Assessment

Unit 3 and 4 studies have at least 50% of their assessment based on exams except for Folio/Performing/Language based subjects. The other 50% is based on School Assessed Coursework (SACs) or School Assessed Tasks (SATs). Teachers select from the range of options for these as outlined within the relevant VCAA Study Design. Students will be clearly informed of the tasks they are required to undertake for each SAC or SAT by their classroom teacher.

What do S and N mean?

School Assessed Tasks/Coursework use these codes to indicate the level of achievement to students on work submitted:

- Work or tests are marked according to a criteria sheet/assessment rubric and a mark will be allocated according to how many marks are available for the task. Satisfactory completion will result in an "S"
- Work graded below 40% for VCE will require students to complete a Redemption Task in an effort to satisfy the outcome.
- Following the redemption process, student work that has not satisfactorily demonstrated the required key knowledge and skills will be awarded an N for the outcome and therefore the unit (unless authenticated coursework can be used to satisfy the outcome).
- Students who receive an N for a Unit 3 study are unable to continue on to Unit 4. Students who receive an N for either Unit 1 or 2 may be permitted to continue in that study at the discretion of the Later Years Team.

Absence from SAC or Redemption/Resit:

If a student is absent from a SAC, Reschedule or Redemption task, their absence **must** be a 'school approved', including providing a medical certificate (or equivalent) upon their return to the Positive Climate for Learning office School. The student will be required to sit the assessment during a Reschedule/Redemption Session (Tuesday and Wednesday 3:15pm – 4:45pm) within a one-week period.

If the absence is **not 'school approved'**, e.g. no medical certificate is provided, an 'N' result will be issued for the SAC/Outcome or for the Unit if it was a Redemption that was missed.

Students Meeting Deadlines

If a student does not meet a due date for an Assessment Task and has not been granted an extension, he or she may be required to attend a meeting with the Senior Sub School to decide the consequences. This applies to both SAC and SAT components. If a student has a school approved absence for the above, then the task or a replacement task can be completed through the Reschedule/Alternate process. If the absence was not approved, then the student scores zero for the task, but will be granted a further opportunity to demonstrate the Learning Outcome via the Redemption process. Refer to Appendix 2- pg. 20 for information about the Reschedule/Redemption processes.

Attendance

VCE (Year 11 and 12) Attendance

Success in VCE starts with attending each day. Attendance in class ensures that our students have access to instruction and set work in order to keep up to date with their studies. While the college understands that some absences are unavoidable due to health, medical, legal or family reasons, students in Years 11 and 12 are required to attend 90% of scheduled classes to satisfactorily complete a unit of study.

Students must maintain a VCE and VCAL attendance (see as 'VCE % attendance accessible via the Compass portal) of at least 90% for each VCE unit and for the year for VCAL students. The VCE and VCAL Leaders will monitor student attendance closely, and communicate with students, parents/carers and teaching staff, students whose attendance is of concern. The college has a staged response to support student attendance. The VCE and VCAL Leaders, with support from the Heads of House may be required to meet with the student and parent/guardian to explain the absences and to discuss the consequences of unapproved absences. At the end of a unit (year for VCAL students), attendance below 90% may result in an 'N' result, as teachers will be deemed unable to authenticate student's work.

In meeting the VCE Attendance Policy requirements the following will be used in conjunction with Compass:

- Fifteen or more absences in total (i.e. approved/unapproved) excluding legitimate college activities such as sport or excursions and excluding extended illness approved by the VCE Leader (e.g. time in hospital) will result in an 'N' result for the unit.
- Documentation to support a school approved absence must be submitted within five days of the return to school or the absence will be recorded as unapproved.

A school approved absence may be:

- an illness which requires medical treatment and for which there is a valid medical certificate presented to the Positive Climate for Learning Office
- an approved college excursion or sporting event or a serious problem which the VCE Leader has been notified, and which can be shown to have resulted in the student suffering significant hardship, including deaths, funerals and traumatic events

Medical Certificates:

- If a student is absent from school, the student must submit a valid medical certificate from a doctor to the Positive Climate for Learning office.
- If a student is absent from school on the day of a SAC, the student **must** produce a valid medical certificate from a doctor for the absence to be approved and undertake the SAC for a scored result.
- The Medical Certificate must be dated **for the day of the absence and cannot be back dated.**

Family holidays, part-time work, licence tests and other similar causes for absence are not acceptable school approved absences.

The Later Years Team will meet with students with attendance below 90% at the conclusion of each unit to allow the student (and student's family) to present any extenuating circumstances to be considered under Special Provision related to the student's inadequate attendance. At this meeting students will be informed of the final unit result for any affected studies and the impact that this may have on their pathway at the college.

Experience shows that one of the first indicators of a student being at risk is when they start missing class. Students and their family are encouraged to address attendance issues early to avoid these developing into a habit that may quickly result in unsuccessful and unsatisfactory performance.

The Later Years team will meet with students with attendance below 90% at the conclusion of each unit to allow the student (and student's family) to present any extenuating circumstances to be considered under Special Provision related to the student's inadequate attendance. At this meeting students will be informed of the final unit result for any affected studies and the impact that this may have on their pathway at the college.

Presentation of SATs

This applies to Design and Technology, Computing, Media, Studio Arts, Systems Engineering and Visual Communication.

Students will be provided with a clear outline of requirements for each SAT, together with progressive authentication dates as decided by the teacher. Students must remain organised and adhere to the set timeline, including presenting your work a minimum of three times to your teacher during the development of the SAT for authentication and ongoing assessment.

Student Instructions for Presentation of SATs

- Put your official VCAA candidate number on the top of the right-hand corner of the first page of your SAT (you may wish to do this on every page of the SAT for security)
- Clearly number each page
- Write the word length at the end, if applicable
- Upload photos or a copy of your SAT and its progress as directed to the relevant Compass Learning Task
- Where appropriate, place the completed SAT in a clear plastic envelope for protection
- Ensure that the SAT is **entirely legible**, if handwritten
- It may be wise to write on every second line, or Word Process the SAT (be aware of the advice on computer use in the Appendices). Only write on one side of each page, to ensure ease of reading, unless advised otherwise by the class teacher.

N Result for Unit

If a student has failed an outcome (and therefore the unit) teachers must consult with the VCE Leader prior to this decision becoming final. In Year 11, students who receive an 'N' result will continue to attend this timetabled class. The Later Years team will meet with the student and determine what their plans are in regard to that particular subject. If their intention is to continue in Unit 2 or 3 they would be best advised to continue with their classwork (however they would not be assessed for an 'S' result). For all Virtual School Victoria, VET, or other external studies, the Later Years team will determine how the student will be required to spend their timetabled class time for private study (if another study cannot be commenced). For students who do not satisfy a Unit 3 / 4 subject, the Later Years team will meet with the student (communicate with family) regarding their program for the remainder of the year. This includes being advised by the VCE Leader or Assistant Principal) where the student will complete supervised study for their other subjects during these additional study periods.

Extensions

A student may apply for an extension of time at the school level to complete assessment tasks, SACs or SATs by using the Application for Assessment Task Extension form (Appendix 5). An extension will only be granted on the basis of a medical certificate or other convincing evidence of good reason, such as a death in the family, other family crisis, or having to represent the school or alternative body at an event. Wherever possible, the extension request should be made prior to the due date. In extenuating circumstances in Semester 1, S or N results can be held over as N (redeemable) under this condition

Exams

Year 11 Exams:

The VCAA does not assess units at this level. At Alkira Secondary College, the policy is to have assessment tasks that reflect what is required at Unit 3 and 4, to provide the best possible learning preparation for the following year. The assessment tasks during the Unit are used to allow students to exhibit Learning Outcomes.

Mid-Year: Thursday 10th June – Thursday 17th June

End of Year: Monday 15th November – Tuesday 23rd November

During this period, no formal classes will operate. Exam attendance is compulsory for students. Classroom teachers should develop exams that challenge the students for the period of time allocated to allow them to demonstrate their understanding of the Key Knowledge and Skills within the Study Design. Performance within these exams can be used to determine suitability for continued Fast Tracking within a study or to continue within that study in Units 3 / 4.

Attendance at examinations is an expectation for all students at the college. Parents should contact college if there are issues regarding student attendance in the examination period. Special consideration will be given on medical or compassionate grounds when formal documentation is provided. Family holidays are not an approved excuse for non-attendance at examinations.

Formal documentation includes medical certificates or certificates of attendance from other authorised organisations for exceptional circumstances.

Attendance in examination periods

Year 11 students are expected to attend school for exams only during the exam period.

Students who are absent for an examination

The college will not provide alternative times for students to sit exams (unless an exam is rescheduled due to an exam timetable clash). Students who are absent must provide the school with a medical certificate or official notification providing a reason for absence or they will be awarded an N result. Family holidays are not recognised by the school as an approved reason for absence from an examination.

Students who are absent from an exam with a 'school approved' absence will be awarded an NA.

Students with Special Provision

Year 11 examinations may only be modified according to individual student requirements as formally approved via Special Provision (see page 15-16). Provisions may include such things as additional reading or writing time, providing assistance with writing, use of a laptop, breaks, separate rooms etc. Please see the VCE Leader for if you have questions regarding Special Provision.

Students enrolled during the semester

Students who are enrolled more than ten weeks prior to the examination (including holidays) are expected to complete the exam. Students who are enrolled 5-10 weeks before the exam are expected to sit the examination; however, teachers will modify the expectations according to the areas of study that the student has covered. Students who are enrolled less than four weeks prior to the exam will be expected to complete an alternative task (set by the classroom teacher) during the examination time.

Reporting on examinations

Examination results for Year 11 are reported as a separate item on the mid and end of year reports. Year 11 examinations are separate to School Assessed Course work (SAC).

The GAT (General Achievement Test) – Wednesday 9th June 2021

The GAT is a test undertaken by all students completing any Unit 3 and 4 Studies including VCE/VET. It is used as a checking tool in the statistical moderation of SACs, and in the generation of Study Scores/ATARs along with Indicative Grades and class result profiles via Special Provision should students be unable to complete exams effectively (Derived Exam Score). Please note that this is by application to VCAA and may or may not be approved.

It is in the students' best interests to complete this test to the best of their abilities, as it may well affect themselves and all students in their class if they don't. The GAT may also now be used to assist in applications to courses at some universities.

No Year 12 classes will run on the day of the GAT.

Unit 3 & 4 Exam Dates: September - November

Unit 3 in class Practice Exams:	commence from Monday 31 st May
GAT:	Wednesday 10 th June
Holiday Revision & Practice Exams:	Monday 20 th September – Monday 27 th September
Performance/Language:	Monday 4 th October – Sunday 31 st October
VCAA Exams:	Wednesday 27 th October – Wednesday 17 th November

Course Load

Year 11

Students in Year 11 are required to take **six** VCE subjects or their equivalent at the college.

Year 12

Students in Year 12 are required to take **five** subjects at the college.

Course Load Conditions

VCE students may be permitted to undertake a reduced course load if one or more of the following conditions are met:

- there is *significant* medical or environmental conditions that makes five subjects onerous for a Year 12 student. Documentation from the most relevant supporting specialist professional is required for consideration i.e. for mental health related conditions, a letter from a psychologist or psychiatrist rather than a General Practitioner is required.
- the student is undertaking a 3-year VCE and will not qualify for the VCE in a 2-year period

*****Please note – students completing a VCE language study outside of Alkira SC, do so with the understanding that this will be completed on top of the above course load requirements. Any exception to this condition will be at the Principal's discretion.***

Promotion

Alkira Secondary College has high expectations for student performance. Students are promoted to the next year level and provided with a program that meets their individual pathways, careers aspirations and that provides them the best opportunity to experience success. Students are required to have demonstrated a capacity for such future success through their achievement in the previous learning to access specific pathways.

Year 10 promotion to Year 11

Year 10 students study a total of 12 semester based units over the year. English, Maths, Humanities and Science, VCE and VET subjects are counted as two units.

Year 10 'Satisfactory Semester Result in 10 or more Units'- all Year 11 pathway options available

'Satisfactory Semester Result' in a minimum of 10 Units

'Satisfactory Semester Result' in both English Units

'Satisfactory Semester Result' in both Mathematics Units

'Satisfactory Semester Result' in 7-9 Units - Course options that may be offered

- Year 10 & Year 11 VCE combined course
- Alternative pathways and settings available
- Restricted VCE course may be offered

'Satisfactory Semester Result' in 6 Units or less – Course/Pathway options that may be offered

- Year 10 Repeat
- Combined Year 10 & Year 11 VCE course
- Alternative pathways and settings available

Year 11 VCE promotion to Year 12 VCE

Year 11 VCE students study a total of 12 Units over the year. To have access to a full Year 12 VCE course a student must:

- satisfactorily complete a minimum of **eight** 1 and 2 units including one English
- meet the 90% 'VCE %' (Compass) attendance requirement

****** Where a student receives an 'N' for a Unit One VCE study, the college will determine if the student will be permitted to continue with this study at a Unit Two level or be required to commence an alternate one where they may experience increased success.

Fast Track Studies

Alkira Secondary College has high expectations for student performance and achievement. To maximise VCE performance, students are encouraged to 'Fast Track'/accelerate within a study, however academic **benchmarks** must be met to ensure student capacity to cope with the additional challenge and to ensure the likelihood of success. Acceleration would normally commence in Year 10 within a Year 11 VCE study.

Fast Track within One VCE Study only

- Using student achievement and attendance data, the college will invite all students able to Fast Track prior to course selection being completed
- Invitations will list subjects that students can select from to Fast Track within
- Eligible students are permitted to Fast Track within one VCE subject only
- Course load requirements should be considered when making decisions regarding Fast Track

Continuing to Fast Track/Accelerate

Acceleration is not automatic and is determined each year based on a student's overall academic performance. To be permitted to 'Continue to Accelerate', students must have met VCE Attendance requirements, and passed all SACs and exams, achieving an average of at least to 60%. If achievement is not at this level, a student may be required to select an alternative Year 11 VCE subject or re-attempt the Fast Tracked VCE subject at Unit one and two level once again.

Virtual School Victoria

Alkira Secondary College offers a broad range of VCE study options in all learning areas. Alkira Secondary College may allow a student to undertake a VCE study with Virtual School Victoria (VSV) if all of the following conditions are met:

- The student achieved a 'Satisfactory Semester/Unit Result' in all Year 10 / Year 11 English units
- The subject is offered at Alkira SC but clashes with another study in their pathway plan
- There is a teacher at the college that can support the student with their learning

*Selecting VCE Units through Virtual School (as a current Alkira SC student) is a potential option for Year 11 and 12 students only.

Any student wishing to complete a VCE study with Virtual School Victoria must complete an Application form (collect from VCE Leader) and submit this during the course selection process. Course selection is to be completed with the understanding that any application to study with VSV may not be successful so other informed study selections should be made.

Unscored VCE

All VCE students at Alkira Secondary College enrol in the VCE with the understanding that they will be required to undertake exams for each Unit 3 / 4 sequence. The VCE Leader, Heads of House and Assistant Principals *may* identify a very small number of students prior to the end of Term 3 each year and offer them the opportunity to undertake an 'Unscored VCE'. This offer will be made after careful consideration of many different factors that have/are impacting on the individual student. Undertaking an Unscored VCE will reduce post-secondary school options and as such the decision is one *initiated by the College in conjunction with the student and their family*. The VCE Leader, Assistant Principals and Careers/Pathways Leaders, will guide prospective students and their families through this process and inform teachers of any student approved for this pathway.

Final day for Course Changes

- Unit 3 and Unit 1 course changes should be made **following Headstart**. Unless based on school recommendation, or a new enrolment, subject changes should not be made at the start of the academic year (February)
- Final date for Unit 2 course changes is **Friday 4th June 2021**

Students wanting to change their subjects, must see the VCE Leader and complete the *Request for Subject/Class or Home Group Change form* **before** the final dates above (Appendix 6)

Students will not be permitted to change their subjects after this date unless it is at the request of the college. Please note, there is no guarantee that the subject change can be made due to timetabling constraints and class sizes.

Policies and Procedures

Possible Breach of Authentication

SACs and SATs are subject to VCAA authentication requirements – students must submit **only their own work** and acknowledge other influences in their work appropriately. Please note that the onus of proof here is on the student – they may be required to supply drafts and evidence of background work in the event of an appeal.

The college community will be notified of these rules by:

- Staff will be alerted via staff meetings and the VCE Teachers Handbook.
- Students will be alerted via this handbook, through other publications, and at level assemblies.
- The wider school community will be informed through newsletter items and at VCE Information sessions and evenings.

Where a teacher is not satisfied that the work submitted is the student's own, they must complete a pro forma *Notification of Potential Breach of Authentication Form* (Appendix 3 pg. 21) and submit it with the evidence to the VCE Leader. This should occur promptly following the submission of work and concerns relating to authentication. This process may also be initiated as a result of allegations made by another student/s. The VCE Leader will ensure that the process for breaches of this nature are followed correctly from this point as per the handbook and will keep the teacher informed at each stage of the process.

The stages are as follows:

- Notification made to VCE Leader or Assistant Principal
- Potential breach investigated
- If necessary, a notification of a formal interview with a principal elected panel will be convened if there is sufficient reason to believe that a breach may have occurred.
- Where it is determined that a breach has occurred, the Principal (or nominee) will inform the student in writing of the penalty imposed and the provisions for appeal. Notification should be made within 14 days of the initial interview. The Principal (or nominee) will inform the VCAA of the breach according to their requirements. Students have the right to appeal the decision. Students in this situation should speak with the Head of Senior School if they intend to pursue this course of action.

Sanctions that may be applied as an outcome of breaching authentication can vary in severity. Sanctions can include repeating a set task, through to dismissal from all VCE programs. The final consequence depends entirely on the circumstances and nature of the offence. All such breaches are treated extremely seriously by the VCAA.

Plagiarism/ Copying

In line with breaching authentication, Alkira Secondary College will deal with all plagiarism offences for work in units of study other than official SACs and SATs seriously. Teachers who suspect a student has plagiarised or copied work of another student in their class will bring evidence to the notice of the VCE Leader. The Later Years team will meet, and students will be allowed to present information to assist them in their case.

Students who are found guilty of submitting work that is plagiarised or copied on the first occasion will be required to complete an alternative task to meet the outcome, however they will get zero for the assessment task. This has

implications for passing/satisfying the subject. Any students found guilty a second time in a year will receive an N for whatever unit in which the plagiarism was committed.

Special Provision

Special Provision is designed to allow students who have experienced hardship the maximum opportunity to demonstrate what they know and what they can do.

*****Please note – No Special Provision is to be applied in VCE without prior authorisation from either the Head of Senior School or Senior School Leader.***

There are three forms of provision:

1. Curriculum Delivery and Student Programs / School Based Assessment
2. Special Examination Arrangements/External Assessment
3. Derived Exam Scores

In each case there are specific eligibility requirements that apply. For the first one, the school determines what is suitable, while the school applies to the VCAA for the second two. ***In considering any ongoing Special Provision, the college has a responsibility to only grant Special Provision where there is significant documented evidence and that it will be approved by the VCAA for Special Examination Arrangements.***

Grounds for claiming Special Provision include:

- Significantly adversely affected by illness (physical or psychological), personal environment or other serious cause.
- Disadvantaged by disability or impairment, including a learning disability and hearing or vision impairment.

Special Provision strategies used in VCAA exams include:

- Extra writing time to complete the exam
- Rest breaks
- Provision of appropriate materials dependent upon the student's needs e.g. a laptop
- Provision of a scribe if necessary

Special Provision strategies used in SACs/SATs/internal exams to enable students to address their issues include:

- Allowing the student to complete at a later date
- Rest breaks
- Provision of a scribe if necessary
- Allowing the student extra time, including writing time
- Access to a separate room
- Setting a substitute task of the same type/challenge
- Replacing a task with a different type
- Using a planned task to assess more outcomes, or aspects of outcomes, than originally intended
- Using technology, aides or other special arrangements to undertake assessment tasks

Students should see the Senior SubschooL team if they think that they may be eligible for Special Provision or would like further information.

For students completing Unit 3 / 4 studies, Special Examination Arrangements can be requested if the condition would disadvantage the student in exams. Please note, the deadline for long-term conditions applications is in March, so applicable students need to be identified early. Families are prompted to consider if Special Provision is applicable during the VCE Information Evening at the start of the academic school year.

School-based applications for all coursework and Unit 1 and 2 exams will be dealt with by the Senior School and, if approved, the student's teachers will be notified of the strategies that should be applied as part of this consideration. This can also be used as part of a formal application to the VCAA.

External applications for Special Examination Conditions and Derived Scores will be completed by the VCE Leader and then forwarded to the VCAA.

Study Information for Students

Successful Study – What does it look like?

Successful students have successful study habits. They may not all score an ATAR of 99 but work toward achieving their personal best. Ultimately, this means at the conclusion of their VCE students do not contemplate what could have been and have the lingering thought, “I wish I worked harder”. Successful students are able to make effective use of available time to maintain a balance between school, social and other commitments (work, sport, etc.).

How to be successful in your studies:

- Attend all classes, extra and revision classes and holiday classes.
- Be organised. Know what is due and complete it prior to this time.
- Work consistently throughout each week, term and unit. Avoid cramming.
- Know the difference between study and homework.
- Commit to achieving your personal best.
- Establish clear goals for each study session and the Unit, year.
- Manage your time effectively.
- Understand how you learn and utilise this within your study.
- Get things done. Don't wait for motivation to come.

Homework versus Home Study

Homework is completing outstanding work, and far too many students think that that is all that's required at VCE level. **Not even close!** While for many this may have been sufficient at junior levels, during VCE you will need to study your work, to develop and consolidate your understanding of key knowledge and skills within each. This handbook contains support material to provide some ideas as to techniques that may be effective for your study practices.

You should spend **approximately 2hrs/week for each Unit 1/2 study**, and **around 3hrs a week for each Unit 3/4 study** in homework and home study combined. For most students, this means 10 hours/week in Year 11 and 15 hours/week in Year 12.

Homework vs Study

Homework	Study
<i>School work that is assigned to be done at home, often supporting new content introduced in class.</i>	<i>The devotion of time and attention to gaining knowledge of, and mastering, an academic subject.</i>
Homework prepares you for the next lesson	Study is continuous and on-going
Time per week – approx. 1 ½ hours per subject	Time per week – approx. 2 hours per subject
<ul style="list-style-type: none"> • Text questions • Worksheets • Pre-reading or re-reading • Glossaries • Topical past exam questions • Problem solving • Viewing online clips/PowerPoints • Chapter Summaries 	<ul style="list-style-type: none"> • Reviewing new and past content – text, articles, notes, sample responses • Summaries - Cornell Notes are great • Graphic organisers – tables, Venn diagrams, graphs.... • Mind-Maps – helps bring together key knowledge from an Area of Study • Key Terminology – master the language to master the knowledge • Past Exams - shows how areas of study may be combined in questions (VCAA Website) • Examiners' Reports – contains details of where marks are won and lost (VCAA Website) • Feedback from Teachers – complete past exam or sample questions, seek feedback, act on feedback

Each week that goes by that you do not devote time to **STUDY** is time that puts you further and further behind the students that do, and it limits your capacity to achieve your best.

Completing the **HOMEWORK** will help you meet your **Coursework Requirements**, but may mean that, across the year, you are under-achieving in your **Assessment Requirements** if you are not maintaining a consistent study routine.

Advantages of Study:

- **Remembering** key knowledge
- **Applying** key knowledge in a range of ways
- Depth of **understanding**
- Clearer **connections** between areas of study
- **Linking** concepts together
- **Mastering skills** that will be assessed
- **Asking clarifying questions**
- **Use and apply the language** of the subject

Drive Your Own Learning

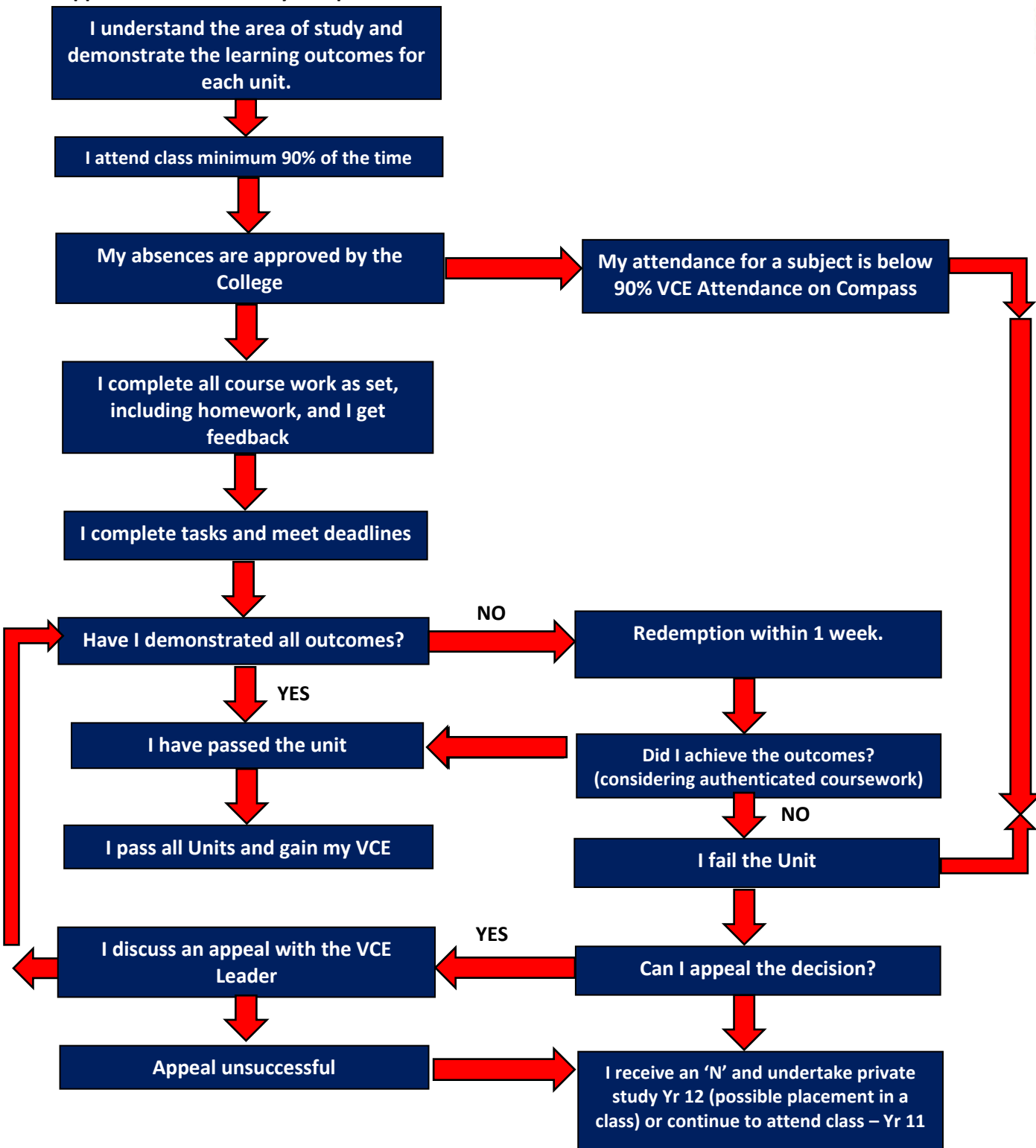
It is your education and your pathway to your future. As such, it is important that you take an active rather than passive role in your learning and education. Don't wait to be told what to learn, or how to learn it – look for opportunities in class to absorb all the information in your preferred way and ignore the others that are into distractions. See your teachers as a facilitator or resource for your learning, not the only means to it. Look to be proactive having read ahead, use multiple sources of information and resources, consistently access the relevant VCAA Study Designs and be familiar with the expected/required Key Knowledge and Skills that you will be assessed on for each Learning Outcome. Remember – you're in charge of your learning, so take and keep control.

Use of Study Periods (Year 12 students only)

Year 12 students are provided with study periods as part of their schedule during the timetable. It is the College's expectation that students effectively make use of this time. Students are to sign in at the Positive Climate for Learning office at the beginning of study periods then undertake homework or study in the Green Open Space. This time allotment is a privilege, not a right. It is essential that all students take advantage of this time as an opportunity to help achieve their personal best within their studies.



Appendix 1 – Satisfactory Completion of a Unit





VCE SAC Redemption / Resit Process - Students

If student is absent for a SAC

1. It is the student's responsibility to meet the requirements for attending all assessment tasks
2. The College must be contacted on, or prior to, the day of assessment to advise of an absence
3. On return to school, student **MUST** produce a **MEDICAL CERTIFICATE** (or other professional documentation) and present it to Ms Oliphant in the Student Services Office for processing.

If no valid reason for absence:

4. Student will be offered a Redemption task – may be original task (rescheduled after school) for N to S but **NO SCORE** awarded
5. **Student to see Ms Oliphant in Student Services Office** to be placed in SAC Redemption Session Event on Compass. Text and email sent via Compass to parent/guardian advising them of arrangement.
6. Task must be completed within **1 week** of original date.

If valid reason (to be decided by VCE Leader) given for absence, with documentation:

4. Original task may be completed
5. Student will be offered a resit (rescheduled after school) for N to S with score awarded.
6. **Student to see Ms Oliphant in Student Services Office** to be placed in SAC Redemption Session Event on Compass. Text and email sent via Compass to parent/guardian advising them of arrangement.

If SAC is rescheduled:

7. Student **MUST** sit the SAC at the negotiated time (after school on **Tuesday** or **Wednesdays**.)
8. Student has **1 week** from original date to complete the task
9. Failure to attend or submit work on time will incur an 'N'
10. No further redemption offered
11. Parents informed

If work submitted is not of the required standard, or not submitted on time

1. It is the student's responsibility to meet the required standard and deadlines
2. Students may **redeem** the N to an S (not applicable to exams)
3. Student to complete original task or variation that demonstrates the required Key Knowledge and Skills as per Study Design (decided by teacher)
4. Student **MUST** adhere to new deadline (within **1 week** of being made aware of N result)
5. Task will **not** be awarded a score
6. Only **S or N awarded** if student has been granted redemption
7. Student to see Ms Oliphant in Student Services Office to be placed in SAC Redemption Session Event on Compass. Text and email delivered to parent/guardian advising them of arrangement.

Appendix 3 – Notification of a Possible Breach of Authentication
(Photocopy as required)



Notification of a Possible Breach of Authentication

Name and Home Group of Student: _____

Name of Study: _____

Details and evidence of Breach:

Name of Teacher: _____

Signature: _____

Date: _____

List of attachments:

Outcome/Actions (to be completed by the VCE Leader):

VCE Leader Signature: _____

Date: _____

Appendix 4 – Request to Change Studies

REQUEST FOR SUBJECT/CLASS or HOMEGROUP CHANGE FORM



Students wishing to change subjects/class or homegroup should be aware that changes to any student's timetable are dependent on a number of factors (blocking groups, class sizes, subject prerequisites etc.) and the College retains the right to make this decision in the best interests of the College program. Students should complete and return this form to their Head of House (PCL Office – Green Building).

Student Name _____ Student Code _____ Homegroup _____

Subject/Class/Homegroup change from _____ to _____

Reason for Subject/Class/Homegroup Change Request

Student/Parent may consider that any change may impact the student's ability to study particular subjects at Alkira or tertiary courses in the future. Where your change may result in changes to your pathway beyond school it is recommended that you discuss your request with the College Pathways Team and relevant subject or domain leaders.

Cost Information – Please Read

Student/Parents should note that if your request is successful, that by changing an elective you are giving consent to a change in elective fee. To view elective fees at any time please refer to the relevant Year Level Handbook on the College website. Please note: the College may refuse an elective change based on previous fees not being paid.

Student signature: _____ Date: _____

Parent/guardian consent:

I understand that my child's reasons for wishing to change Subject/Class /Homegroup and I understand that this could mean I am required for a meeting at the College to discuss this potential change. I also understand the information above regarding further costs incurred.

Parent/guardian signature: _____ Date: _____

College / Office Use Only

ACTION TAKEN	Signed/Initial	Date
Head of House (actions below where req.) - Checks with TT if availability in subject/class - Checks with VCE Coordinator viability / Pathways Team - If changed approved email all staff impacted from change		
PCL ES change made in Cases/Compass		
Timetabler - TT changed in student options and to notify VASS Coordinator (if req.)		
Business Manager - finance charges & form filed. Copy of form to VCAL Coordinator (if required).		

Appendix 5 – Special Provision - Application for Assessment Task Extension
(Photocopy as required)



Application for Assessment Task Extension

Student to Complete

Name and Home Group of Student: _____

Name of Study: _____

I acknowledge that all information included is accurate and true.

Student Signature: _____

Parent/Guardian Signature: _____

Reason for Applying for Special Provision/Assessment Extension - Details and evidence to be included/attached:

Name of Study/Subject Teacher: _____

Teacher's Comments

Teacher's Signature: _____

Date: _____

VCE Leader's Signature: _____

Date: _____

This completed form should be submitted to the VCE Leader for consideration/Approval.

Appendix 6 – Redemption Process – Student Appeal Form
(Photocopy as required)



Redemption Process – Student Appeal Form

Student to Complete

Name and Home Group of Student: _____

Name of Study: _____

I acknowledge that all information included is accurate and true.

Student Signature: _____

Parent/Guardian Signature: _____

In the space provided below, please indicate any information that you think the college should take into consideration when considering this Appeal for a further Redemption opportunity. This may include information relating to career pathways requirements, medical/health issues, positive study/work/organisation habits that you have previously demonstrated, difficulties that have been faced, etc. Please *attach any other documentation* to this form that you wish to be considered.

Redemption Appeals will not be awarded for reasons including: there is insufficient evidence of personal difficulties or medical factors affecting SAC preparation, a student is behind in coursework, not seeking additional support/feedback from class teacher, or a student has not demonstrated proactive steps to achieve success in their studies.

<i>Office Use Only</i>	Outcome of Redemption Appeal	Successful	Unsuccessful
<u>Comments:</u>			

Please submit completed form to the PCL office within 5 days of finding out of your initial redemption result. The VCE Leader will meet with the Assistant Principal and/or Head of House to discuss this appeal and consider if a further redemption opportunity shall be provided or not. The VCE Leader or Assistant Principal will contact the student to inform them of the Appeal outcome.

Date: _____

VCE Leader Signature: _____

Assistant Principal Signature: _____

Appendix 7 – VCE Declaration of Student's Own Work



<i>Declaration of Student's Own Work</i>	
Date -	
Student Name -	
HG -	
Subject –	
Student Declaration –	<i>In signing this form, the student declares that all work submitted is their own. That if an assessment is being completed after the initial date, that students have not accessed information about the task from other students or another source. Any student found to have done so will be required to complete a redemption task and receive a '0' for their numerical result.</i>
Student Signature -	
Parent Signature -	
Subject Teacher Signature-	
VCE Leader Signature -	

This form must be signed and returned to the VCE Leader.



Alkira Secondary College

STUDENTS DRIVING TO SCHOOL POLICY

Rationale:

Alkira SC has an increasing number of senior students who are driving to and from school. While most young drivers are careful, safety conscious and considerate when driving, they are one of the most vulnerable road user groups. Alkira SC has a responsibility to take all reasonable measures to ensure the welfare and safety of students. Our '*Driving to School*' Policy outlines what we expect from student drivers.

Aims:

- To protect the safety of our students and other road users
- To maintain the positive culture and reputation of Alkira Secondary College in the community.

Implementation:

Requirements for students driving cars to school at Alkira Secondary College:

Any student who holds a valid Victorian licence and intends to drive to school, either on a regular basis or occasionally, must comply with the school policy and is required to complete the **Parent Permission** and **Student Agreement Form**.

School Requirements:

1. Students are required to adhere to all road rules and drive in a safe and responsible manner.
2. Students are only to use their car for travelling to and from school. **Please note:** students are only permitted to drive during the school day if they have a legitimate reason for exiting the school grounds, for example – a medical appointment. In these circumstances, the student must attend the Positive Climate for Learning Office, producing a signed parent /guardian note which indicates the following:

The reason for the early exit (eg medical appointment)

The time and date of the student departure from the college

An acknowledgement that their child will be utilising their vehicle upon exit

If the student doesn't possess a note with the above information, then contact home will be made.

3. Alkira SC will take reasonable steps to maintain our duty of care if we believe a student shouldn't drive (eg appears to be unwell, intoxicated or otherwise impaired) and will undertake the following protocols –
 - Speak with the student and attempt to dissuade them from driving, escorting them to sick bay (dependent on the circumstances)
 - Informing the parent/guardian/emergency contact, to come to collect their child, or an ambulance depending upon the seriousness of their presentation.
 - As required, the college will support arrangements for this vehicle to be secured safely.

If the student gets into their car, despite expressed concerns by school staff and attempts to dissuade them, then it might be appropriate to contact Victoria Police and/or the student's parents/carers or emergency contacts.

4. Students licence details and car make, and registration must be recorded with the school.
5. Students may only park in the neighbouring side streets and not on the school grounds.
6. Students are not permitted to carry other students as passengers to and from school without the written permission of their parent/guardian and the passenger's parent/guardian. No student may carry more than one peer aged passenger aged 16-22 years at any time, except siblings.

7. Student drivers, a parent/guardian and, if relevant, the parent/guardian of any passenger, must sign the *Parent permission* and *Student Agreement Form*.
8. Appropriate sanctions will apply where students fail to meet these obligations. Any unsafe driving behaviour or breaches of road rules will be reported to the police.

To be granted permission to drive to school, the following steps must be completed:

- Students collect the appropriate forms from the Positive Climate for Learning office.
- Forms are completed by all relevant persons and returned to the VCE Leader. Only when all forms have been vetted for their accuracy of completion, may a student drive to school.

Links and Appendices:

- <https://www.education.vic.gov.au/Documents/school/teachers/health/studdriver.pdf>
- Policy Statement (for students / school community)
- Information letter to Parent/Guardian of driver and passenger
- Parent and Student Agreement form

Evaluation:

This policy will be reviewed as part of the College's three-year review cycle or earlier as required.

This policy was last ratified by School Council in	August 2017
--	-------------



Alkira
Secondary College

Personalised learning for all. Respect for the individual learner.

15 Nurture Avenue, Cranbourne North 3977
PO Box 4314, Narre Warren South 3805
Victoria, Australia
Phone: 5991 3500 Fax: 5991 3599
Email: alkira.sc@edumail.vic.gov.au
Website: www.alkirasecondarycollege.com.au

Students Driving to School-Information Letter

Dear Parent/Carer

Several of our senior school students are driving or intend to drive to school this year and some have indicated that they intend to carry another student as a passenger.

(insert student name), has indicated that he/she intends (tick the most relevant)

<input type="checkbox"/> drive to school	or	<input type="checkbox"/> be a passenger of another student who is driving to school
---	-----------	--

Even though most young drivers try to be careful, safety conscious and considerate when driving, research clearly shows that they are at a higher risk of having a serious crash than older, more experienced drivers.

The presence of young passengers also greatly increases the risk for teenage drivers and, the more passengers, the greater the risk.

It is important that all students and their parents/guardians are aware of these risks and the types of behaviour that the school expect from student drivers.

Copies of the school policy on student drivers and the Parent Permission and Student Agreement Form are attached. The policy outlines the school's expectations and provides information regarding the transport of passengers. Of note is that student drivers are not permitted to carry other students as passengers without the written permission of their parent/guardian and the passenger's parent/guardian being provided to the college for approval. Under the Graduated Licencing System, no more than one peer aged passenger (aged 16-22 years) is permitted to travel with the driver, unless the passengers are siblings of the driver. This condition does not apply when a fully licenced driver is sitting in the front passenger seat. This is base on research that shows that young drivers carrying several passengers are more likely to engage in risk taking behaviour. For more information, go to the following website - <https://www.vicroads.vic.gov.au/licences/your-ps/p1-and-p2-probationary-licence-restrictions>

To ensure that all involved are aware of these requirements, student drivers and a parent/carers and, where appropriate, a parent/guardian of any passengers, are required to sign a Parent Permission and Student Agreement Form.

The form must be signed and returned prior to students driving to and from Alkira Secondary College.

These requirements are intended to ensure the wellbeing and safety of students at Alkira Secondary College school and the local community.

Yours sincerely

John Shaw
Principal
Alkira Secondary College



Students driving cars to school: *Parent Permission and Student Agreement Form*

This form must be completed by any student who intends to drive to school either occasionally or regularly and returned to the Positive Climate for Learning Office.

Student Name	
Car Make/Model	
Colour	Registration

Note: If the student intends to drive any car other than the one registered on this form, it must also be registered with the school.

Parent Permission

I give permission for _____ (HG _____) to drive to school and take the passenger indicated on this form. I am aware of Victoria's Graduated Licensing System conditions and the school requirements regarding students driving to school.

Signature of Parent/Guardian: _____ Date: _____

Parent/Guardian of Passenger

I give permission for _____ (HG _____) to be driven to and from school by _____. I am aware of Victoria's Graduated Licensing System conditions and the school requirements regarding students driving to school.

Signature of Parent/Guardian: _____ Date: _____

Student

I agree to adhere to Victoria's Graduated Licensing System conditions and the requirements of Alkira Secondary College regarding students driving a car to school.

Signature of Student: _____ Date: _____

***Note: A photocopy of the student's driver licence must be attached to this form.**

School Approval

Approved by: _____

Signature: _____

Date: _____