

Senior School Academic Policy

Intent

The Senior School Academic Policy has been developed to:

- Assist Fitzroy High School and Collingwood College senior students to achieve their best in:
 - academic achievement
 - contribution to the community
 - work-life balance
 - wellbeing.
- Clarify expectations of Fitzroy High School and Collingwood College senior students.
- Formalise Scarlet Team (FHS), Senior School Learning Community (CC) and teacher practice.
- Inform Scarlet Team (FHS), Senior School Learning Community (CC) and teacher practice.
- Align with Fitzroy High School's and Collingwood College's Strategic Plans and Annual Implementation Plans.

Student Declaration

Student Name:..... Year/Advisory:.....

I understand my obligations as an enrolled VCE/VCAL student at both Fitzroy High School and Collingwood College.

I agree to abide by the Senior School Academic Policy.

I understand I may face consequences, including variation to my VCE/VCAL enrolment, should I breach the Senior School Academic Policy.

Student Signature:.....

Date:.....

1 - Senior Certificate and Subject Selection

1.1 The senior school partnership between Fitzroy and Collingwood will offer opportunities for students to achieve the VCE certificate, VCAL certificates at award level of Foundation, Intermediate and Senior, the VCE Baccalaureate and a variety of VET certificates offered through the school and its established memberships.

1.2 Senior certificates and individual subjects are to be chosen in the context of students' career goals. Students must use their Career Action Plans to demonstrate how their school subjects relate to their career goals in their selection pathway panel interview at FHS or CC.

1.3 Students are responsible for ensuring their course meets prerequisites for potential tertiary studies and pathways senior school.

1.4 Students are expected to present their capacity to achieve satisfactory results in their chosen courses via presentation to a selection pathway panel interview at FHS or CC.

2 - Enrolment into Senior School - VCE and VCE (Baccalaureate)

2.1 Students who are approved to study a VCE certificate must enrol in a minimum of six subjects in Year 11 (12 units) and five subjects in Year 12 (10 units), generating a total of 22 VCE units.

2.2 In addition to the VCE certificate, students can attain additional recognition by satisfying the requirements of the VCE (Baccalaureate). This additional qualification should be planned for at the pathway panel interview. To receive the additional qualification a student's program must contain:

- ❖ a Unit 3–4 sequence in English or Literature or English Language with a study score of 30 or above; or a Unit 3–4 sequence in EAL with a study score of 33 or above
- ❖ a Unit 3–4 sequence in either Mathematics Methods or Specialist Mathematics
- ❖ a Unit 3–4 sequence in a VCE Language
- ❖ at least two other Unit 3–4 sequences

2.3 The minimum English requirement as set out by the Victorian Curriculum Assessment Authority (VCAA) is at least three units of the English group must be satisfactorily completed with at least one of these units at the Unit 3 - 4 level. VCE English group includes English Units 1 - 4, English as an Additional Language Units 1 - 4, Literature Units 1 - 4, English Language Units 1 - 4, Foundation English Units 1 -2 or Bridging English as an Additional Language Units 1 - 2.

2.4 FHS and CC strongly encourages all students to select mainstream English to satisfy the English requirement as set out by VCAA, as it gives an excellent base for students to develop the communication and literacy skills necessary to be successful in the senior school.

2.5 Any student wishing to include Literature or English Language as part of their subject program in Year 11 or Year 12 in place of, or in conjunction with VCE English, will need to present evidence to the pathway panel interview at Collingwood or Fitzroy of their beyond expected ability in this subject area and of how this would allow them to achieve their goals post-Year 12.

2.6 Any student wishing to include English as an Additional Language(EAL) or Bridging English as an Additional Language in place of VCE English, will need to present evidence to show that they successfully meet the conditions as outlined by VCAA for EAL status. Students who think they may qualify should approach the VCE leader at FHS or Senior Community Leader at CC for further information prior to the pathway panel presentation.

2.7 Enrolment in VCE Units 3 & 4 for any subject is dependent upon the successful completion of Units 1 & 2. Failure to complete the Year 11 requirements will result in a review process with parents or guardians, your advisor and the VCE or Senior School Community Leader.

2.8 Students enrolling in a VCE Unit 3 & 4 subject without having completed the Units 1 & 2 in that subject will not be considered unless students have demonstrated a consistently excellent academic record and attendance across all areas, including the Advisory program.

2.9 Students wishing to undertake Unit 3 & 4 subjects without having completed Unit 1 & 2 must seek a written recommendation from both the VCE subject teacher alongside approval by VCE Leader and Scarlet Team Leader at FHS and the via the Senior Community Leader at CC.

2.10 Students may be enrolled in a maximum of three VCE Unit 3 & 4 sequence as part of their Year 11 subject program.

2.11 Variations in Senior School VCE subject enrolment may be considered in the case of exceptional circumstances, and will be determined on a case-by-case basis.

2.12 Variations in Senior School VCE subject enrolment may be recommended by Advisors, teachers, or if requested by students and their families.

2.13 Variations in Senior School subject enrolment can only occur by approval of the Scarlet Team Leader at FHS and Senior Community Leader at CC.

2.14 Year 10 students may demonstrate their suitability for future VET/VCE study by an interview with Team Leaders and/or designated teachers which will include a review of their mid-year report and record of attendance.

3 - Enrolment into Senior school - VCAL

3.1 Students who are approved to study a VCAL certificate must enrol in a minimum of six subjects at Year 11 and five subjects in Year 12. The subjects chosen must satisfy the VCAL strands of Numeracy Skills, Literacy Skills, Work Related Skills, Personal Development Skills and

Industry Skills (VET). These subjects should be at the correct level to ensure a student attains their chosen level of certificate.

3.2 There is a recommended common subject program for all VCAL students to follow in Year 11 and 12. Variations are possible, but evidence must be presented at the pathway panel interview that changing will be successful and will help the student attain their chosen pathway post senior school.

3.3 Students are required to study the VCAL subject component (Work Related Skills and Personal Development Skills) at their home school. These subjects are compulsory to each level of certificate and students are required to attain a satisfactory in these subjects to gain the award.

3.4 Students can study the strands other than WRS and PDS at either Collingwood or Fitzroy, but must present evidence and be approved at the pathway panel interviews to be able to cope with the extra organisation required with travel between the two schools.

3.5 Students can complete a certificate at any award level (foundation, intermediate, senior) over one, two or three years.

3.6 Permanent work placements are possible to build into the program, if the student can justify how it fits into the long term plans post year 12 and it works for the timetable.

3.7 Students are required to take a VET course to satisfy the industry strand of their VCAL certificate. It is recommended that students take a one of the VET courses internally offered at Fitzroy and Collingwood to ensure satisfactory completion of their certificate.

3.8 Work experience placements at the end of Semester 1 and end of Semester 2 are compulsory for all students studying a VCAL certificate. Families should help to support their child attain these one week placements.

4 - Folio or Performance Based VCE Subjects

Folio subjects: Studio Art, Media Studies Units 3 - 4, Visual Communication & Design, Product Design & Technology

Performance subjects: Drama, Theatre Studies, Music

4.1 Due to the additional workload associated with folio and performance based VCE subjects, students may be enrolled in a maximum of only two folio and/or performance based subjects in Years 11 and Year 12.

4.2 In exceptional circumstances, students will be granted a variation in enrolment and allowed to include an additional folio or performance based subject as part of their subject program. Clear evidence must be presented at the student's pathway panel interview at Fitzroy or Collingwood that this will not put undue strain on the student, that they have the necessary personal

attributes to cope with this additional workload, and that an additional subject will allow them to achieve their goals post-Year 12.

5 - Undertaking a VCE or VET study in Year 10

5.1 Students may choose any VCE or VET study offered at the student's' home school or the IMVC (inner Melbourne VET Cluster), with the exception of English - see 5.2.

5.2 VCE English is only offered to Year 10 students with exceptional academic records and to those who prove in the subject panel interview that this will allow them to achieve their goals post-Year 12.

5.3 Students may undertake up to two (but typically one) VCE Unit 1 & 2 subject (including VET) as part of their Year 10 program. Any student wanting to undertake more than one will need to demonstrate an exceptional academic record at the subject panel interview.

5.4 Students may undertake one Unit 3 & 4 subject as part of their Year 10 program, but only in exceptional circumstances and after completing Units 1-2.

5.5 Variations in Senior School subject enrolments at Year 10 are rarely considered and only in the case of exceptional circumstances, and will be determined on a case-by-case basis.

5.6 Undertaking a VCE or VET study in Year 10 is considered an academic extension. The standard study loads in Years 11 and 12 still apply; this option does not replace subjects (put simply, students cannot overload in order to have a reduced load in the later years).

5.7 Students must maintain academic standards in both their VCE/VET study as well as their Year 10 studies. Progress will be reviewed at the end of Unit 1. Students will be withdrawn from their VCE/VET study if their academic standards are not maintained at an acceptable level across both levels of study.

5.8 Prospective students will have an excellent academic and attendance record, and will be selected by interview.

5.9 Year 10 students applying to do a VCE subject will have an academic record commensurate with AusVels standards that are beyond their expected level.

6 - Subject Changes Outside of the Pathway Panel Process

6.1 Changing Senior School subjects is ardently discouraged.

6.2 Changes must be finalised by the end of Week 2 of each unit.

6.3 To change enrolment in a VCE/VCAL subject, students must complete the Change of Subject Form, to be signed by the current and prospective teacher, guardian or parent, and the Scarlet Team Leader.

6.4 Variations to changing subjects after the two-week cut off **will not** be considered.

6.5 Students may only withdraw from a VCE subject after the initial two-week review period only under exceptional circumstances. The Scarlet Team leader or Senior Learning Community Leader in consultation with the VASS coordinator may only consider such a change after receiving prior written approval - otherwise an 'N' (Not Satisfactory) will appear on the student's academic transcript.

7 - Undertaking external studies

7.1 Students may apply to undertake VCE or VET study outside of school, while remaining enrolled as a Fitzroy High or Collingwood College student. This application should be made through the pathway panel presentation or senior school advisor interview. Students will need to provide evidence of their ability to learn independently, to meet deadlines and an excellent academic record before any approval can be gained to study a subject externally.

7.2 In addition to the costs of undertaking external studies, students undertaking subjects beyond the partnership's capacity such as any subject offered by VSL, DECV, CAE will be liable for additional subject levy to allow the home school the capacity to support the administration associated with students studying external subjects.

7.3 All external enrolments (DECV, CAE, VSL) must be processed through the VCE Leader at Fitzroy and Senior Community Leader at Collingwood.

7.4 If external subjects are a necessary part of a student's certificate and the interview panel approves, preference is for VCE students to be enrolled in external classes with face-to-face teaching in a classroom, rather than by correspondence.

8 - Study Sessions

8.1 In Year 12 – and in some cases in Year 11 – students will be provided with study sessions in their timetable. Students are expected to use this time for study in the designated and agreed senior school study area/s within the school grounds of Collingwood and Fitzroy.

8.2 Study sessions have been provided to assist Senior School students to achieve a 'work-life balance' and good study habits. Using school time effectively will assist to ease the load of school/work commitments outside of school hours.

8.3 Study activities may include completing set coursework, textbook chapter revision, practice examinations, goal reviewing, planning for and managing workload requirements and meetings with subject teachers, advisors, school psychologist, social worker, careers counsellor and fellow students working together on set tasks.

8.4 Students may be expected to attend a maximum of five study sessions over a fortnight.

8.5 Year 12 students undertaking an external study (at CAE, DECV, VSL or VET), must negotiate the arrangements in the best interests of each student. The study sessions agreement form needs to be completed and signed by the VCE leader at Fitzroy or Senior Community Leader at Collingwood. Arrangements in this agreement will be considered on a case-by-case basis.

8.6 Senior school students who have a study session in the last session of the day can study at home, if a study sessions agreement form is completed, and all parties including parents/guardians, advisors, VCE leader at Fitzroy or Senior Community Leader at Collingwood believe this is in the best interests of the student.

8.7 When students have sessions one and three at Collingwood College or Fitzroy High they will remain at Collingwood or Fitzroy for private study in session two.

9 - Advisory

9.1 The Advisory Program forms a significant part of the Senior School program and includes guest speakers, career development, student wellbeing, as well as student leadership opportunities and regular student progress meetings with advisors.

9.2 Attendance requirements are the same for Advisory as for senior subjects and study sessions.

9.3 Advisory attendance is compulsory four days a week, as are regular interviews with their advisors.

9.4 If a student's first subject class is at Collingwood College, they are expected to attend Advisory at Collingwood, similarly at Fitzroy High.

10 - Attendance

10.1 Overall attendance is an important factor in achieving the learning outcomes. The expected attendance for each senior subject and advisory class is 90% accounted for and above.

10.2 Attendance cannot be redeemed. All absences need to be accounted for. If attendance is below 90% or unaccounted for, students and parents/guardians will be notified of the possibility of the student achieving at not satisfactory ("N") for the subject. Collingwood and Fitzroy will maintain accurate attendance records for parents to help manage their child's attendance via the COMPASS portal.

10.3 When there is an absence from any form of formal assessment (such as a SAC or Examination) in Units 1, 2, 3 or 4. Only formal documentation such as a (Medical certificate or Statutory declaration) may excuse an absence.

10.4 Current student attendance figures will be available via COMPASS.

10.5 Families in conjunction with their child are expected to monitor the attendance via the COMPASS portal and provide documentation as appropriate.

10.6 Below expected attendance for senior subjects may result in unsatisfactory completion of one or more outcomes and thus the unit; or withdrawal from the subject.

10.7 Where a student is absent from school for prolonged periods, or has been unable to complete all assessment tasks because of illness or other special circumstances, the school may, upon application from the student, grant special consideration for school-based assessments.

10.8 Lateness to class is recorded in 5-minute increments and accumulates to form part of each student's attendance data.

10.9 Satisfactory attendance in all areas is one of the minimum requirements to successful completion of the student's chosen certificate. In addition, for a student to satisfactorily complete their chosen senior school certificate they must complete all school based assessment tasks to a satisfactory level and adhere to all school rules and senior school policies at Collingwood and Fitzroy.

11 - Work submission and feedback

11.1 Students are required to meet the deadlines and work submission requirements as set by individual subject teachers.

11.2 Student will receive accurate and timely feedback from their subject teachers on each School Assessed Coursework (SAC) in VCE or Assessment Tasks (AT) in VCAL/VET. The feedback will include written comments against the assessment criteria, as outlined in the VCE/VET/VCAL Assessment Handbook for each subject. All VCE and VET students will receive an overall percentage grade for each of their assessments. *(See 11.4 for subjects with exceptions to this assessment regime)*

11.3 All feedback for a SAC or AT will be posted under a Learning Task on COMPASS by the subject teacher three weeks after the final submission date.

11.4 In the subjects of Studio Art, Visual Communication and Design, Media Units 3 & 4, Design and Technology students complete School Assessed Tasks (SAT). These tasks occur in studies where models or products are assessed. Students will receive accurate and timely feedback at several points during the semester in class. This feedback will be written and received in class on several occasions.

11.5 Students who are studying subjects with SAT's will receive written overall comments for the final completed task and feedback against the assessment criteria, as outlined in the specific

VCE assessment handbook for each subject. This feedback will be received in time for the end of semester reports or end of year report depending on the length of the task. A progress comment or a final comment will be available to families on COMPASS at the end of each semester.

11.6 Students will receive an end of semester report, summarising their performance across the entire unit. This will be available under the reporting tab on COMPASS by the date specified by Collingwood and Fitzroy Leadership teams.

11.7 If a student is not present for a formal school assessed coursework date (SAC date) as outlined by the subject teacher, and does not present a medical certificate or statutory declaration for this absence, the assessment will be scored as a NA (not assessed). This will present as a score of zero on COMPASS learning tasks. The student will be required to sit the assessment to show satisfactory completion of the assessed outcome for the unit, in order to gain an S for the outcome and unit.

11.8 In addition, students will need to present their approved document for absence and then re-sit the assessment within five (5) school days or on or before the date specified as negotiated with the VCE leader at Fitzroy and Senior Community Leader at Collingwood. Reassessments take place at a location specified by the VCE leader at FHS and Senior Community Leader at CC, in line with the partnership's guidelines around circumstances for reassessment and extension of time.

11.9 Students who have failed to meet the requirements of any formal assessed work requirement (SAC or AT) will be notified of the additional requirements via the subject teacher and redemption process. Parents/guardians will be notified in this process as well.

11.10 If an assessment is unable to show satisfactory completion of the assessed outcome after two attempts, a meeting will be organised with the student, subject teacher, VCE leader at Fitzroy or Senior Community Leader at Collingwood to work out the possibilities of how the student could satisfy the outcome. Parents/Guardians will sent formal notification should this situation arise for any student.

11.11 If a student is unable to meet work requirements for individual subjects, despite offerings of redemption, this will result in unsatisfactory completion of the unit (awarding of an "N") or withdrawal from the subject, following discussion with parents/guardians, subject teachers and VCE leader at Fitzroy or Senior Community Leader at Collingwood.

12 - Examinations

12.1 All students studying the VCE certificate are expected to attend examinations for all enrolled subjects at the end of the year in both Year 11 and Year 12.

12.2 A Year 12 student will be exempted from exam participation if the student has applied to complete the VCE certificate unscored and the application to complete VCE unscored has

been granted by the cut-off date. *Refer to Section 17 for further information about students granted permission to complete VCE in an unscored capacity.*

12.3 In Year 11, VCE exams will be conducted over a week as nominated by the Fitzroy and Collingwood school leadership teams. Year 11 VCE students will only be required at school to complete their exams during the nominated week.

12.4 In all subjects, students are required to complete a mid-year examination at Year 11. Students need to satisfactorily complete this task to successfully complete the unit. Mid-year examinations will be conducted in class time during the week of General Achievement Test (GAT).

12.5 Students will be notified in Year 11 of their end of year exam timetable via COMPASS. Students should notify their advisor of any timetable clashes and resolve this circumstance one fortnight before the scheduled exam period.

12.6 Students will be notified in Year 12 of their end of year exam timetable via VCAA in Advisory. Students can apply to VCAA for a variation in timetable if a student has three exams on any given day of the November exam period.

13 - Leaving the school during school hours

13.1 Any student arriving\leaving the school for any reason must sign in/out via the school kiosk in the front administration area at Collingwood or Fitzroy.

13.2 Senior school students are permitted to leave school to attend classes at Collingwood College, Fitzroy High and VET classes and other external classes, as determined by their timetables.

13.3 Senior school students are permitted to leave the Collingwood or Fitzroy school boundaries at lunchtime. Students are to be mindful that when off-site they represent the Senior school and the reputations of both schools. All school rules apply during school hours, regardless of whether students are on site or not.

13.4 When senior students leave the school at lunchtime they are not permitted to gather or loiter in close vicinity of both Collingwood and Fitzroy school locations, such as nearby laneways, streets, houses and parks/reserves. At Fitzroy, Edwards Place Park is strictly out of bounds.

13.5 If a student's house is within a 5-minute walk from school, and with parent permission, a student may go home for lunch. This may only occur with signed documentation from parent/guardian.

13.6 Senior students may access local amenities at Fitzroy provided in the boundaries of Queens Parade, St Georges Road, Rushall Crescent or Edinburgh Gardens. At Collingwood, students can access local amenities up to Smith Street and the ensuing streets up to this location. Students

are reminded that lunch has strict time constraints, and should make their way directly to and from their preferred destination for lunch to ensure they are not late for final session.

13.7 Students' rights to leave school at lunchtime will be reviewed on an ongoing basis. If students are to be found in breach of the school rules when not on-site at lunchtime, students' rights to leave the school may be withdrawn and further consequences as deemed necessary by school leadership teams at both Collingwood and Fitzroy.

14 - Working in partnership with families

14.1 Families and students will receive regular communication from the Senior school leadership teams at both Collingwood and Fitzroy, advisors, and subject teachers, normally by digital communication.

14.2 Collingwood and Fitzroy will hold several targeted information evenings for each of their school populations to identify how the school and families can work together to support their young adults in the senior school.

14.3 Collingwood and Fitzroy will hold an information evening for prospective students and their families in early Term 3 to prepare each of their school populations for the decision-making process and senior school pathway panel presentations.

15 - Celebrating student success

15.1 Student success will be celebrated by Collingwood and Fitzroy via the various school information channels and both school websites.

15.2 Students' work will be showcased in a variety of forums such as the Senior VCAL Project Launch day, Senior Art show, VCE Drama performance nights and VCE Music performance evenings.

15.3 Year 11 students will receive a completion certificate from their home school.

15.4 Year 11 awards will be presented for achievement, effort, leadership and contribution to the school community. Certificates will be presented at a Year 11 award ceremony on the last day of Year 11.

15.5 At the completion of Year 12, and in addition to the formal VCAA certificate, students will receive a certificate of completion from their home school.

15.6 All senior students will receive a formal written reference from their advisor on successful completion of their senior certificate.

15.7 Year 12 awards and certificates will be presented for achievement, effort, leadership and contribution to the school community at the Valedictory Dinner for Fitzroy students and/ or Year 12 Leaving Assembly, as appropriate. Collingwood students will receive certificates and awards at their final school assembly and Year 12 family dinner.

15.8 Breach of school rules leading up to and including the Year 12's last day may forfeit a student's right to attend all of the above occasions and special events as organised by their home school or as a partnership.

15.9 At Fitzroy and Collingwood, only graduating students will be invited to attend the Year 12 special events and Year 12 last day celebrations as participants.

16. Academic Progress

16.1 Progression from one VCE unit to the next is contingent upon scoring a minimum of 60% as an average score across the unit.

16.2 Progression from one VCAL unit to the next is contingent upon achieving on balance a majority of "satisfactory" ("S") identifiers.

16.3 Students who have a subject average which is below 60%, will be required to participate in an Academic Review meeting comprised of the student's advisor, parent or guardian and the VCE leader or Scarlet Leader at Fitzroy or the Senior Community Leader at Collingwood. This meeting will discuss strategies and support structures to ensure success for the student in the following semester.

16.4 All students undertaking VCE units will be required to sit and attempt the end of year written examinations and in both Year 11 and Year 12.

16.5 All students undertaking VCE units will be required to sit and attempt mid-year written examinations in Year 11.

16.6 - The results of the Unit 1 and 2 end of year examinations are used as one of the indicators of progression for students intending on studying unit 3 and 4 in the following year.

16.7 In order to satisfy academic progression in a given subject students must satisfy attendance requirements, satisfactorily complete all outcomes and work requirements and where applicable (as in the case of all VCE subjects at 11 and 12) end of year examinations.

16.8 Any student who does not attempt the end of year examination must attend an Academic Review meeting comprised of the student's advisor, parent/guardian and the Scarlet Team Leader and VCE leader at Fitzroy and the Senior Community Learning Leader at Collingwood.

17 - Unscored VCE Certificates

17.1 Undertaking an unscored VCE means that students will receive a VCE certificate but not generate an ATAR. This, in some circumstances, is the best option for students who wish to complete VCE but not undertake a tertiary qualification that requires an ATAR.

17.2 In exceptional circumstance it may be more appropriate for a student to undertake an unscored VCE. This decision must be made via an Academic Review meeting between a student, parent/guardian and the Scarlet Team Leader and VCE leader at Fitzroy or Senior Community Leader at Collingwood.

17.3 Students wishing to undertake VCE, but not generate an ATAR, may elect to undertake an unscored VCE. They may only do so with the written consent of their parent/guardian and the approval of the Scarlet Team Leader and VCE leader at Fitzroy or Senior Community Leader at Collingwood.

17.4 The decision to proceed with an unscored VCE must be made on or before May 1st of the student's final year of study or else they may be subject to compassionate withdrawal.

18 - Special Provision

18.1 Special provision arrangements are available to those completing VCE or VCAL for classroom learning, school-based assessment and VCE external assessments.

18.2 A student may be eligible for Special Provision if, at any time, a student is adversely affected in a significant way by:

- an acute or chronic illness (physical or psychological);
- factors relating to personal circumstance (not including situations or matters of a student's own choosing, eg. sporting commitment); or
- an impairment or disability, including learning disorders.

18.3 In Year 11, the home school is primarily responsible for determining eligibility and the nature of provisions granted for classroom learning, school based assessment including end of year and mid-year exams. Information relating to provisions will be passed on to all relevant subject teachers and leaders at both schools in a timely manner, if an application to the school is approved.

18.4 The home school will consult with VCAA should there be any doubt about the type of assistance that might be granted in Year 12 for external based assessments. The provisions in Year 11 should be consistent with those that would be granted by VCAA for Year 12 Special Examination Arrangements.

18.5 The nature of the provisions granted in Year 11 will be based on a recent history of documented medical evidence, provisions already in place during the student's junior secondary years and recommendations from specialists or experts.

18.6 Students who are deemed eligible for special provision in the senior years will have a support group formed comprising of the student's advisor, VCE leader at FHS or Senior Community Leader at CC and parent/carer or guardian. Other possible group members such as principal class, integration leader or aide, wellbeing leader or other external experts will be co-opted to the group at the discretion of the support group leader and where deemed necessary.

18.7 The establishment of the support group is to ensure the administrative aspects of a student's program of study are completed and in addition, it provides a formal structure for decisions to be made and actions verified. The principal of both home schools will ensure any advice from the support group will be considered and implemented if judged to be fair and consistent with VCAA and the partnership's academic policy for senior school.

18.8 In Year 12, the home school will make an application to VCAA for Special Provision. Any provision that is granted by VCAA will be granted for both school based assessments and examinations during any Unit 3 and 4 subject sequence.

18.9 VCAA will consider each application for Special Provision on the basis of the independent medical and/or educational assessments, any history of school based provisions and recommendations and VCAA's own assessment.

18.10 Applications for Special Provision are to be made at the beginning of Year 12 and completed by the VCE leader at FHS and Senior Community Leader at Collingwood. Any medical or educational assessments that need to be conducted will take place in a timely manner in Term 1 to ensure compliance with VCAA's deadlines. Families need to support this timeline by organising appropriate supporting documentation and prompt completion of application forms to ensure provisions are approved before the GAT (General Achievement Test) in June.

18.11 If an application is approved, the home school will ensure that the student, chief exam supervisor and VCE leader at FHS and Senior Community Leader at Collingwood are aware of all students with Special Provision arrangements as soon as notification on VASS is received.

19 - Student Wellbeing Support

19.1 The home school of the student will primarily have responsibility for ensuring students are supported and families receive regular communication regarding matters of student wellbeing.

19.2 This does not preclude students receiving support from non-home school services that are available. Where it is more practical, services will be made available to all students within the partnership at both schools. Normal permission procedures will apply with the home school responsible for coordinating with the family regarding the best course of action.

19.3 Each student will be allocated an advisor. This teacher will be the primary contact between families and student. The advisor will facilitate communication between all parties including subject teachers, training organisations and senior school leadership.

19.4 Advisors will meet for regular interviews with each student from their advisory. The senior school wellbeing check will be used to gauge the overall health of a student and proactively look to help where problems arise.

19.5 Advisors will meet as a group each Friday morning to support student wellbeing in the senior school. It is through this forum that the best course of action will be considered and communication shared in regards to student wellbeing.

19.6 Services that are available to all students include counselling, referrals to psychologists and social workers, recommendation to external mental health services and support agencies.

19.7 Pizza Friends, a peer support group at Fitzroy High, is a service that is available to all students in the partnership. Students can attend lunchtime sessions or make posts to the Tumblr forum for answers to questions from other senior students. Students who are part of this program are trained in peer support.