



ACADEMIC EXPECTATIONS POLICY

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Authorised by: **Principal**

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Context:

This policy explains the academic expectations for students at Horsham College and the recommendations for students who do not meet these expectations.

Background:

Horsham College expects all students to maintain a reasonable and appropriate level of effort into all their classes, and expects staff and parents to both hold students to account on their effort and support them to maximise their educational outcomes. To achieve this, the College will both support students to fulfil our expectations, and hold students to account for their effort.

General Principle:

The guidelines in this policy describe the roles of parents, teachers, Learning Area Heads, Year Level Coordinators and key members of the school Leadership Team in the academic expectations process. Other positions of responsibility in the school associated with academic expectations should support classroom teachers in this role.

Implementation:

A student's **academic expectations score** for a subject will be determined by averaging their learner skillset scores on their interim and semester reports.

Students will be considered **at risk** or of **serious concern** based on the table below. In addition to this schedule, students will be considered **at risk** if their aggregate attendance is below 90% and of **serious concern** if their aggregate attendance is below 80%.

	1 subject	2 subjects	3 subjects	4 or more subjects
3 – 5	Acceptable	Acceptable	Acceptable	Acceptable
2 – 3	Acceptable	At risk	At risk	At risk
1 – 2	At risk	At risk	Serious concern	Serious concern
0 – 1	At risk	Serious concern	Serious concern	Serious concern

For students found to be **at risk**:

- The school will notify parents/guardians of the College's academic expectations in writing
- Year Level Coordinators will have a phone/face-to-face conversation with parents/guardians regarding support available to help their child achieve the requirements of this policy
- Form Group Teachers and Year Level Coordinators will conduct any other actions which will help the student meet the Academic Expectations of Horsham College

For students found to be of **serious concern**:

- The school will notify parents/guardians of the College's academic expectations in writing
- Year Level Coordinators will have a phone/face-to-face conversation with parents/guardians of support available to help their child achieve the requirements of this policy
- Year Level Coordinators will meet with the student (and parents/guardians if required) and let them know the subjects in which they need to improve their academic expectations score
- Year Level Coordinators and Form Group Teachers will conduct any other actions which will help the student meet the Academic Expectations of Horsham College

For students found to be **of serious concern twice in one year**, the school will:

- Complete the actions listed above
- Organise a meeting between Year Level Coordinators, parents/guardians and student to create an Individual Learning Plan to improve student expectation scores that will be signed by all parties.

To support all students achieve the requirements of this policy, the school will provide **support** to students to ensure they achieve the requirements of this policy. These may include (but are not limited to)

- Referral for a Learning Needs Assessment
- Lunchtime and after school homework clubs
- Monthly discussion with parents/guardians around attendance concerns, including non-approved absences and chronic absenteeism (below 80%)
- Supporting students to manage their behaviour
- Literacy and Numeracy intervention
- Referrals for wellbeing assessment

Students found to be **of serious concern three times in a year** are deemed to have **not fulfilled the Academic Expectations of Horsham College**. The parents/guardians and student can appeal the decision on compassionate, medical or other grounds by meeting with the appropriate Assistant Principal within two weeks of the decision being communicated to parents/guardians and the student.

Possible **outcomes of failing to fulfil the Academic Expectations** of Horsham College may include:

- A meeting between the student, parents/guardians, Year Level Coordinators and the appropriate Assistant Principal
- A recommendation that the student does not progress to the next year level

In addition to this, **additional steps** may include:

- Removal of elective subjects in favour of additional Mathematics and English classes
- A contract involving a trial period in the next grade level the following year, tied to Learner Skill Set and attendance expectations

Guidelines

Parents

In regards to academic expectations, parents are expected to:

- Talk to their child about their progress report
- Contact teachers if they have concerns about their child's academic progress
- Ensure students complete homework and prepare for assessment
- Respond to phone calls and meeting requests from the school
- Actively contribute to creating Individual Learning Plans

Teachers

In regards to academic expectations, teachers are required to:

- Clearly communicate work expectations and Common Assessment Tasks to students and parents/guardians
- Communicate violations of school student behaviour expectations to parents
- Discuss (and document on SEQTA) with students and parents/guardians when students fail to meet their academic and behavioural expectations and apply necessary follow-up.
- Ensure work requirements, expectations and due dates are posted on SEQTA and visible to parents/guardians and students
- Complete interim reports of students' Learner Skillsets displayed in their class

Form Group Teachers

In regards to academic expectations, Form Group Teachers are required to:

- Regularly check in with students on their progress against the Academic Expectations goals
- Check in with students deemed at risk at least once a week
- Contact parents/guardians to discuss chronic/unexplained absences as per the attendance policy

Year Level Coordinators

In regards to academic expectations, Year Level Coordinators are required to:

- Contact parents/guardians for students deemed to be at risk after an interim report
- Meet with students deemed at risk (and parents/guardians if required) to create an Individual Education Plan for meeting the Academic Expectations of Horsham College
- Meet with students and parents/guardians to create a mutually agreed action plan for students deemed to be at risk after the Term 3 Interim Report

Learning Area Heads

In regards to academic expectations, the Learning Area Heads are required to:

- Ensure staff are completing interim and semester reports in a fair and accurate manner
- Ensure staff are fulfilling the requirements of this policy
- Ensure staff are teaching to the curriculum

- Ensure staff are assessing using Common Assessment Tasks and assessing at similar times to other classes

Leading Teacher: Teaching and Learning

In regards to academic expectations, the Leading Teacher: Teaching and Learning is required to:

- Ensure Learning Area Heads are fulfilling the requirements of this policy

Leading Teacher: Data and eLearning

In regards to academic expectations, the Leading Teacher: Data and eLearning is required to:

- Distribute a list of at-risk students to Form Group Teachers and Year Level Coordinators

Leading Teacher: Sub-School Leader

In regards to academic expectations, the Leading Teacher: Sub-school Leader is required to:

- Ensure Year Level Coordinators are fulfilling the requirements of this policy

Assistant Principal

In regards to academic expectations, Assistant Principals are required to:

- Make a final determination as to whether a student has met the Academic Expectations of Horsham College
- Manage the appeals process
- Support Year Level Coordinators and Leading Teachers in managing parents/guardians and dealing with parent complaints

Principal

In regards to academic expectations, the Principal is required to:

- Make final determination of any appeal
- Ensure Assistant Principals fulfil the requirements of this policy