



# HEADSTART PROGRAM POLICY

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Authorised by:  
**Principal**

Approved by School Council:  
**17/10/18**

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## Rationale

Horsham College believes that supporting our students in their final years is essential to their success. To this end, the Headstart initiative aims to begin the content of Units 1 to 4 (Year 11 and 12) before the summer break. Likewise, Horsham College believes that all students (Year 7 to 10 included) should be able to maximise the end of the year by beginning to undertake tasks for the next year. This aims to improve a student's ability to undertake meaningful work for two weeks before their break and to also use the break period in order to complete many of the aspects and content of Unit 1 and Unit 3 subjects.

## Objectives

The goals of the Headstart Program Policy are to:

- increase student's ability to engage with the subsequent year's work early.
- assist students to develop strategies to improve their chances of success at the end of Year 12.
- work toward an overall improvement in Year 11 and Year 12 student results.
- work toward an overall improvement in academic engagement in Years 7 to 10.
- encourage students, parents and staff to engage in school work and develop a positive relationship before the end of the year.
- ensure that students and parents are informed of the expectations and challenges of the year ahead.
- Ensure all students have been supported in the work expected of them over the holidays.

## Implementation

### 1. Schedule:

- The Assistant Principal, Teaching and Learning will manage the organisation of this program.
- Timetabling with assist with the scheduling of these activities.
- Teaching and Learning department will assist as needed.
- A Headstart timetable will be produced following the final staffing decision by Principal class on the teachers for the next year.
- Where possible English and Maths teachers for the next year in senior years should be responsible for their classes. I.E. if I am teaching 12 English in 2019, I should (if possible) be placed on the 2018 Headstart roster.
- Attendance for Headstart is essential, attendance follow up to be undertaken by teachers and home room teachers as normal.

### 2. Staffing and Expectations

Staff will be consulted as soon as possible on their ability to take a head-start class. Teachers are under no obligation to take on a Head-start class in senior years, but will need to agree to teach classes allocated for Headstart. Where possible, staff teaching the subjects in units 1-4 the following year will be preferable to be scheduled in head-start program in the senior years. However, if this is not possible, the Principal may ask other qualified teachers on their availability.

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**Staff workload** – staff will not be expected to take work above the maximum load agreed through the Enterprise Bargaining Agreement - 2017. Conflicts with other classes in other year levels will aim to be minimised by organisers. When conflicts are inevitable, the expectation for ‘extras/work’ may be produced either by this teacher or by a designated staff member willing to undertake this task. All students need to undertake their Headstart classes and their attendance will be recorded as normal.

**Academic Expectations** – Horsham College expects teachers to deliver the content, which is equivalent to two full weeks of curriculum for a particular year level. Students are expected to engage in meaningful work in line with the study design and the teacher planner for these units.

**Attendance** – Student attendance for the time of Headstart will be no different to the attendance requirements as per DET and Victorian Curriculum Assessment Authority (VCAA) policy. Students are expected to attend these classes. Any absences will count for the minimum attendance requirements set out by DET and VCAA. The attendance will be taken manually by teachers.

**Parental concerns regarding staffing** - Parents are entitled to voice their concerns with the relevant Assistant Principal. The Assistant Principal will listen to these concerns and will follow the Concern and Complaint Policy. The Assistant Principal may be unable to accommodate all requests and will consult with the Principal in these circumstances.

**Rolls for attendance** – organisers of the Headstart Program will produce Attendance Rolls.

### 3. Curriculum

- Students are to undertake the work to the best of their ability, teachers will be expected to provide meaningful work that may be assessed either as a work requirement or a SAC (if applicable). Any assessments will be recorded in the subsequent year of study and students joining Horsham College will be given the opportunity to undertake this after appropriate support from Horsham College.
- Students are expected to complete the homework tasks that teachers will provide over their summer break, these tasks may include English texts or assignments over this summer break.

### 4. Environment

Horsham College will provide appropriate spaces for this program to be undertaken.

### 5. Monitoring

This policy will be monitored by the Leadership Team who will ensure:

- The Headstart Program Policy is included as an agenda item for the first staff meeting held in Terms 1 and 4.
- Review the effectiveness of the program at the end of the Headstart Cycle.

#### Clarification

**‘extras/work’** - refers to the work a teacher needs to provide when leaving a class through illness/scheduling conflict.