



HEAD START PROGRAM POLICY

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Authorised by:
Principal

Approved by School Council:
9.12.20

Date Created: 10/11/17

Last Updated: 4/11/20

Review Date: 2021

Page Number: 1 of 2

Rationale

Horsham College believes that supporting our students in their final years is essential to their success. To this end, the Head Start 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 Head Start 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 outcomes.
- 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 of Teaching and Learning will manage the organisation of this program.
- Timetabling will assist with the scheduling of these activities.
- Teaching and Learning department will assist as needed.
- A Head Start 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.
- Attendance for Head Start 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 to take a class. Teachers are under no obligation to take a senior level class, but will need to agree to teach classes allocated for Head Start. Where possible, staff teaching the subjects in Units 1-4 the following year will be preferable to be scheduled in the Head Start program in the senior years. However, if this is not possible, the Principal may ask other qualified teachers on their availability.

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 Head Start 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 Head Start 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 Head Start 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)
- Students are expected to complete the homework tasks that teachers will provide over their 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 Head Start 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 Head Start Cycle.

Clarification

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

REVIEW CYCLE AND EVALUATION

This policy will be reviewed as part of the school’s review cycle.