



HEAD START PROGRAM POLICY

U:\Public\Policies & Procedures\Approved Policies\Head Start Program Policy.doc

Authorised by:
Principal

Approved by School Council:
16/11/22

Date Created: 10/11/17

Last Updated: 7/11/22

Review Date: 2025

Page Number: 1 of 3



Help for non-English speakers

If you need help to understand the information in this policy, please contact Horsham College.

Rationale

Horsham College believes that supporting our students in their final years is essential to their success. To this end, the Head Start Program aims to begin the content of Units 1 & 3 (Year 11 & 12) before the summer break. With the goals to:

- assist VCE and VCE-VM students to develop strategies to improve their chances of success.
- work toward an overall improvement in Year 11 and Year 12 student outcomes.
- 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.

General Principle

The guidelines in this policy spell out the roles of students, teachers, learning area heads, the senior student engagement and wellbeing team, and leaders within the school in the development and running of the Head Start Program.

Implementation

1. Development of Head Start Timetable:

- The Assistant Principal and Leading Teacher in Teaching and Learning will manage the organisation of this program.
- The Head Start Timetable will include staffing for Head Start only and is not an indication of the next year's teachers.
- Future Year 12 students will have **2 weeks** of Head Start
- Future Year 11 Students will have **1 week** of Head Start
- Wednesdays will be study days for future Year 11 and 12 students during the entire duration of the Head Start program
- The Principal has final determination of the Head Start Timetable, including staffing.

2. Teacher Workload:

- Teachers will not be expected to take work above the maximum load agreed through the Enterprise Bargaining Agreement.
- Conflicts with other classes in other year levels will aim to be minimised by organisers.
- When conflicts occur, the teacher, in negotiation with the Assistant Principal: Teaching and Learning will decide which class they take, and meaningful work will be provided for both classes.

3. Expectations and Responsibilities

Students expected to:

- Attend all Head Start lessons unless there is an approved absence e.g. illness)
- Complete work set to the best of their ability
- Complete the homework tasks that teachers will provide over their summer break.
- Understand that their Head Start teacher may not be their teacher in the following year.
- Obtain parental consent to change subjects, following a meeting with a member of the Careers Team.
- Understand that changing subjects is not always possible.

Teachers are responsible for:

- Teaching the relevant Study Designs for their subject.
- Providing meaning work, to prepare students for the following year.
- Ensuring that the set work in on SEQTA for students to access if absent.
- Providing clear expectations regarding any holiday homework.

Learning Area Heads are responsible for:

- Supporting teachers in their Learning Area to meet their expectations.

Senior Student Engagement & Wellbeing Team are responsible for:

- Supporting students to attend Head Start Classes
- Monitoring and managing subject changes
- Monitoring attendance during the Head Start Program

Daily Organiser is responsible for:

- Ensuring that all classes and rooms appear in the Daily Bulletin
- Ensure that all classes are covered

Leading Teacher(s): Teaching and Learning is/are responsible for:

- Developing the Head Start Program
- Ensuring the Head Start Classes appear on SEQTA for teachers and students
- Supporting the Daily Organiser to meet their responsibilities.

Assistant Principal Teaching and Learning is responsible for:

- Supporting the Learning Area Heads and Leading Teachers to meet their responsibilities.

The Principal is responsible for:

- Supporting and providing accountability to the implementation of this policy.
- Having final determination of the Head Start Timetable, including staffing.
- Ensuring that the Victorian Government Schools Agreement is followed.

Communication

This policy will be communicated to our school community in the following ways:

- available publicly on school website
- hard copy available from school administration upon request

Review Cycle

This policy will be reviewed in accordance with the Policy Review Schedule