



VIEWBANK  
COLLEGE

*"Caring for Excellence"*

Department of Education and Training  
CRICOS Provider Code 00861 K

## **S and N Guidelines for Years 7 to 10**

### **Child Safe**

Viewbank College is a child safe environment in accordance with the Victorian Government Guidelines. Viewbank College actively promotes the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. Viewbank College has a Child Safety Code of Conduct consistent with the Department of Education and Training's exemplar.

### **Rationale**

The Viewbank College motto of "Caring for Excellence" underpins the culture within the College. High expectations are integral to all aspects of learning and College life. As such, the expectation is that all students follow our College Values of Responsibility, Experience, Striving, Purpose, Excellence, Care and Teamwork. Viewbank College also recognises the high aspirations of students and parents. The purpose of including an "S" or "N" on each semester report is to give a clear indication of a child's overall attainment for each of the subjects being undertaken.

### **Aims**

- To set clear and achievable guidelines for student achievement.
- To ensure that every effort is made to assist students to achieve to their full potential.

### **Procedure**

To achieve an S for 'satisfactory completion', on a Semester Subject Report, a student will need to have:

- Achieved a minimum of 'Below Expected Level' at the Victorian Curriculum level. Each subject will have a number of prescribed Common Assessment Tasks (CATs) and Targeted Learning Activities (TLAs) per semester, which will be marked according to the VicCurriculum achievement standards referenced on the Learning Maps (mega rubrics)
- At least 80% of a student's work, including CATs, TLAs, class work, homework, contribution to class discussion, tests and assignments needs to be completed to a satisfactory standard
- Attendance at all classes, including General Assemblies and Year Level Assemblies, is compulsory. Regular and punctual attendance is essential. Students with significant absences need to be referred to the Year Level Wellbeing Leaders. Poor attendance may be a contributing factor to a child receiving an N for 'not-satisfactory' completion. Year Level Leaders will inform staff of those students who have significant absences.

## Promotion

- Students must satisfactorily complete all subjects each semester to be automatically promoted to the next year level.
- At the end of Semester One, a student with more than one “N” will be deemed “at risk” of not satisfying the requirements of the semester. Those not satisfying the requirements will need to be reviewed by the Year Level Leader and the Middle Years Leader or the Senior Years Leader. An Individual Learning Plan will need to be developed and contact with a parent will be necessary in establishing an Individual Learning Plan to support learning improvement.
- Those already identified ‘at risk’ in Semester One, or students who have more than one “N” at the end of the year, will be reviewed and a discussion with the parents and the child will be necessary to determine promotion or probation to the next year level.
- Probation or non-promotion is recommended after consultation with parents.
- For students at Year 10, who have failed a subject that they wish to study in Years 11 or 12, a consultation process with the Pathways Leader, Senior Years Leader, Domain Area Leader, the Year Level Leader, parents and the student needs to take place. This consultation will discuss whether this student should be recommended to enrol in the subject in Years 11 or 12.

## Special Circumstances

There are some students who may be exempted from the guidelines due to special circumstances. This may include students who have a documented learning difficulty, approved and documented absences or personal issues. The Year Level Leader will identify these students on an individual basis.

### **NA – Not Assessed due to special circumstances.**

Students with special circumstances will be identified by the relevant Year Level Leader and may be issued an NA (Not Assessed) rather than an S or N. Year Level Leaders will inform relevant subject teachers if a student is eligible for an NA.