Promotion Policy

(i) **Purpose:**
Salesian College encourages students to strive for excellence and to develop strategies for achieving success. The purpose of this policy is to provide guidelines for teachers, students and parents for the successful completion of the academic year. It is informed by the Pastoral Care Policy and the Learning and Teaching Policy and has links to the Assessment and Reporting Policy and the Homework Expectations and Guidelines.

(ii) **Principles:**
At Salesian College we believe that promotion to the next year level requires:
1. An environment that encourages all students to experience success.
2. Acknowledgement of the differing levels of ability and rates of learning of individual students
3. Each student to take responsibility for his own learning and support the learning of all students
4. Staff, students and parents working together.

(iii) **Expectations:**
A student will expect to be promoted to the next year level if, in accordance with his abilities, he has made satisfactory progress in his studies. To facilitate this:

The College will:
1. Set minimum prerequisites for entry to the next level.
2. Develop structures to assist students to complete all work promptly and to the best of their ability.

Teachers will:
1. Apply fair and consistent assessment and reporting practices
2. Modify work requirements for students with special circumstances.
3. Provide due dates for work requirements in written form and monitor progress toward completion of these tasks.
4. Ensure prompt assessment of all work requirements.
5. Inform students, level co-ordinators and parents when students fail to submit work requirements or complete tasks to the required standard.

Students will:
1. Cooperate with their teachers and support their fellow students in their efforts to learn and progress.
2. Endeavour to be at school on time every day.
3. Record all work requirements and due dates in their Study Planner.
4. Ensure that all work is completed to the best of their ability by the due date.
5. Consult with teachers well before the due date when experiencing difficulty in completing a task.

(iv) **Review:**
This policy will be reviewed in from time to time as required.

(v) **Date:**
Guidelines and Procedures

1. Criteria for Promotion.
   In making decisions regarding promotion to the next Year Level consideration will be given to all of the
   student's needs – not only his academic performance. For students in Years 7 – 11, promotion will be
   queried if a student has received a D+ or below in two or more subjects. A student’s attendance record
   will also be taken into consideration. Further, a student's ability to undertake a specific VCE subject is
   determined by the previous year’s academic results.

2. Procedures for Modifying Tasks
   Salesian College endeavours to provide opportunities for all students to experience success. This may
   mean that work requirements are modified to meet the needs of particular students. These changes are
   to be detailed in the student's report.

   To ensure that students with special needs are provided with appropriate programs, the Head of House,
   Year Level Coordinator and Learning Support Coordinator will:
   1. Consult with the classroom teacher.
   2. Notify parents that a modified program is being used to enhance the student’s performance.
   3. Work with Heads of Department and the classroom teacher to ensure that students with special
      circumstances are provided with work requirements and/or assessment tasks appropriate to their
      circumstances.

3. Procedures for Monitoring Completion of Tasks
   The College has well defined Homework Expectations and Guidelines. They provide a framework to
   assist students to complete work on time. To further ensure that all students have the opportunity to
   experience success:

   Heads of Department will:
   1. Oversee the composition and distribution of course outlines. These will include work requirements,
      criteria sheets, weighting for overall grades and due dates for each work requirement.

   Teachers will:
   1. Formally monitor progress of work requirements
   2. Record the collection of work requirements
   3. Assess and promptly return corrected work requirements.

   Parents will:
   1. Support the College by monitoring the completion of homework and work requirements
   2. Encourage students in their endeavours to be at school on time every day.

   If students do not complete work requirements by the due date the teacher will:
   1. Note non-submission and provide a new due date. Unless exceptional circumstances apply, this
      date will be the next school day.
   2. Issue an After School Detention
   3. Inform parents via telephone that work has not been submitted and that an N.A. will be awarded if
      the work is not submitted by the next school day.

      [NB: In a small number of exceptional circumstances,
      it may be prudent for the Head of House or
      Year Level Co-ordinator to telephone parents]

   4. Inform the Head of House or Year Level Co-ordinator and Homeroom Teacher via email that work
      has not been submitted.

   If the work is not submitted by the revised date, the Head of House or Year Level Co-ordinator will notify
   parents in writing that:
1. the work has still not been submitted
2. a ‘Not Assessed’ grade will be awarded
3. the student’s failure to submit the work requirement will have a detrimental impact on the student’s overall grade.

If a student repeatedly fails to submit work the teacher will notify the Head of House or Level Coordinator who will convene a meeting with parents and the Deputy Principal – Students Services or Deputy Principal – Learning and Curriculum (as appropriate).

4. Monitoring Student Progress
Heads of House and Year Level Coordinators will review Semester One results and identify students “at risk” (i.e: those who have achieved Grades below “D+” in two or more subjects.) These students will be interviewed by the Head of House, Year Level Coordinator and/or members of a panel established for this purpose. The student’s subsequent progress will be monitored. This may involve placement on academic review, attendance at Study Hall or other measures as determined by the Head of House or Year Level Coordinator in consultation with parents/guardians.

At the end of Term Three, a progress report will be completed for students who are at risk of not being promoted to the next year level. If students have not made sufficient progress to warrant promotion to the next Year Level, the Head of House or Level Coordinator will convene a meeting with one of the Deputy Principals, the parents/guardians and the student.

At this meeting, clear guidelines will be provided as to requirements for the student to be promoted to the next level. The Head of House or Level Coordinator will subsequently review all students’ results. If a student has not met the requirements for promotion a meeting will be convened with the Principal (or delegate), one of the Deputy Principals, Head of House, Year Level Coordinator, student and parents/guardians.

The Principal will reserve the right to make the final decision with regard to promotion.