



Policy Number:	STUDENT 07
Policy Name:	Learning Areas Policy
Contact Officer:	Deputy Principal – Learning & Teaching
Date Approved by Executive:	June 4, 2018
Date of Next Review:	June 2021
Related Policies:	Late Work Policy

PREAMBLE

God is at the centre of our College...Mercy is the heartbeat of the Gospel. We encourage every student to grow in the fullness of life and realise their potential through the bread we break at school, the bread of relationships and the bread of conversation. Let us engage the heart and bring faith to life and life to faith (Thomas Groome).

LEGISLATION

This policy takes into account relevant legislative requirements within the state of Victoria, including the specific requirements of the Victorian Child Safe Standards as set out in *Ministerial Order No. 870*. This policy applies to St Joseph's College staff, including employees, volunteers, contractors and clergy.

1. PURPOSE

- 1.1 To formalise and create a more consistent approach to our use of Learning Areas, both within Learning Areas and school wide, the following guidelines should be implemented.
- 1.2 For the purpose of this policy please note a **Major Assessment** is defined as a piece of work important enough that it would feature on the end of Semester report.

2. GUIDELINES

- 2.1 All tasks must meet the following set of expectations:
 - All major assessment tasks must be included in Learning Areas.
 - All tasks must be named in a consistent manner across classes teaching the same subject at the year level (e.g. Algebra Topic Test. Learning Areas are to use the 'Learning Areas Tasks Template') – Refer Appendix 1 to assist in this process.
 - All tasks should be listed on Learning Areas before beginning the task in class. Recommended time frame of one week prior to beginning task.
 - All tasks need to have the correct start and completion date (e.g. Geography assignment started in class on 2/3/18 and due on the 9/3/18).
 - All tasks need to have the correct grade scale. This should be 'SJC Grade' for Years 7 to 11 and S/N for Year 12. There may be some tasks that are an exception to this.
 - All teacher managed tasks need to be ticked off as submitted by the teacher within 48 hours of the tasks being handed in.
 - All overdue tasks are to be left as overdue until the scheduled report writing day for that Semester, at which point the teacher can grade them as 'Not Submitted'.
 - All tasks submitted via email after the due date should be marked off as 'Submitted' on Learning Areas. The late piece of work can then be uploaded to the feedback section of the students work and a note made in the comment box.

- A late work SMS can only be requested for a task listed as overdue on Learning Areas.

2.2 The following points are not considered acceptable practice:

- Not listing a major assessment task as set out in the Learning Areas Task Template.
- Listing an assessment as due at a later date on Learning Areas so that students can upload late work. If work is not uploaded by the due date, then it needs to be emailed to the teacher and the Late Work Policy initiated.
- Listing a task and marking it as submitted, but not putting grades up for the task after it has been marked.
- Not recording a piece of work as submitted in a timely manner and leaving it as an overdue piece of work, when it has in fact been handed in by the student.

APPENDIX 1 –

ASSESSMENT/HOMEWORK TASKS FOR LEARNING AREAS

Subject		Year level		Semester	
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Assessment Tasks		
Topic:	Task Title:	Grade Scale

Homework Tasks		
Topic:	Task Title:	Grade Scale