



End of Semester / Year Policy

RATIONALE

This policy aims to:

- Ensure that quality teaching and learning occurs up to the end of Term 2.
- Ensure that disruptions to our core business of learning and teaching are kept to a minimum towards the end of Term 2 and 4.
- Provide clear guidelines to teaching staff regarding end of year expectations.

GUIDING PRINCIPLES

- To enable the end of semesters to run effectively.
- To ensure classes are covered as much as possible by their classroom teacher.
- To ensure students have the minimum of CRTs.
- To ensure each class experiences a genuine educational program.
- To ensure that the curriculum will be taught up until activities week.

IMPLEMENTATION

TEACHING COMMITMENTS AND IN-LIEUS

- Teachers who have finished teaching their classes are expected to take in-lieus of up to 80% of their allotted weekly on the days they have timetabled classes.
- Year 12 teachers are to have no in-lieus for five (5) full working days before their students' VCE exams.
- Teachers on conferences or marking VCE papers are still expected to take their allotted number of in-lieus.
- Teachers must leave authentic work when they will be absent from their class. Teachers taking in-lieus must ensure the expected lessons are taught with written feedback given to the classroom teacher.

CLASS ACTIVITIES

- Normal teaching program continues until the end of Term 2.
- Only curriculum related DVDs are to be shown prior to the commencement of Activities Week.
- Year 7, 8 and 9 teachers are to ensure the regular curriculum is taught until the end of the teaching year.
- Class party day for Years 7 - 9 students in Term 4 is to be held on the last day prior to the commencement of the step up program or activities program, whichever comes first. These parties can only be held during Periods 3-6.
- There will be a "blackout" excursion period as follows:

Year 12	No excursions Term 4
Year 11	No excursions 3 weeks before exams
Year 10	No excursions 3 weeks before exams
Year 9	No excursions 2 weeks before Semester Tests.
Years 8,7	No excursions 1 week before Report Writing Day

- This allows students to revise for exams and complete assessment requirements in all subject areas.
- The School Coordinator will ensure that camps and excursions corresponding with conferences are minimised. Camps organised at this time of the year need to be recorded in the School Coordinator's book by the end of Term 3.

TEACHERS IN FRONT OF THEIR CLASSES

To ensure that teachers are in front of their classes as much as possible leading up to report writing and exams, the following 'blackout' and 'grey out' times will apply:

Blackout times apply to teachers of the following year levels and times:

- 3 weeks prior to Year 10, 11 and 12 exams
- 2 weeks prior to Year 9 Semester Tests
- 1 week prior to report writing due date for Years 7 to 12

Blackout times means:

- no excursions or camps for affected staff
- no teacher release for school based activities including planning, etc.

Grey out times occur 2 weeks before blackout times, and the first 2 weeks of Semester 1 and 2. During these times only School Coordinator approved activities may occur to ensure classes are not adversely affected.

PROFESSIONAL DEVELOPMENT

- The number of staff able to attend a conference is up to one third of the staff in that department on any one day.
- Staff may be limited to one conference per year. Attendance will be rotated if required.
- The practice of teachers marking VCE papers is recognised as beneficial to the school and can be registered in their file as Professional Development.

SCHOOL BUSINESS

- To obtain prior approval for any school business, teachers are requested to use the School Business Approval Form obtained from the School Coordinator. The School Coordinator will monitor all school business requests, and take appropriate steps to ensure that there is a balance between maintaining the regular school program and high priority time release.
- In-lieu days for additional work undertaken by teachers should be taken, where practical, in the last 2 weeks of Term 4.

EVALUATION

This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in...	November 2016
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