

END OF SEMESTER – YEAR POLICY

PURPOSE

This policy aims to:

- Ensure that quality teaching and learning occurs up to the end of Term 2 and Term 4.
- 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 in Term 4.

IMPLEMENTATION

TEACHING COMMITMENTS AND REPLACEMENT CLASSES

- Teachers who have finished teaching their classes are expected to take replacement lessons of up to 80% of these allotted weekly classes on the days they have timetabled classes.
- Year 12 teachers are to have no replacement lessons 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 replacement classes.
- Teachers must leave authentic work when they will be absent from their class. Teachers taking replacement lessons 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 videos/films 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.
- In Term 4, the day for any class party for Years 7 - 9 students is on the last day prior to the commencement of the activities program. These parties can only be held during Periods 3-6 and must adhere to any DET guidelines.
- 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 and staff attendance at conferences at the end of the year have minimal overlap to manage daily organisation. Camps organised at this time of the year need to be approved and 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/exams
- 1 week prior to report writing due date for Years 7 to 12

Blackout times means:

- no excursions or camps for students, or staff teaching the effected year levels
- no teacher release for school based activities including planning, etc.
- Specialty classrooms available for timetabled class use, no events organised to impact these in the week leading up to a report writing day.

Grey out times occur in 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 will be determined by factors such as classes left and other implications for school programs. Consideration will be given to significant changes in curriculum for the following year as well as staff new to the KLA. For large KLAs, a maximum number of staff able to attend on the same day will be determined where necessary and the KLA will then need to work out a roster of those attending.
- Staff may be limited to one conference per year. Attendance will be rotated if required.
- The practice of teachers marking VCAA VCE papers is recognised as beneficial to the school and can be registered in their file as Professional Development. Allowance will be made for staff to mark papers when they are not teaching and don't have other duties or meetings. Negotiation with the School Coordination team should take place to agree on times of non-attendance for the purpose of VCE Exam marking. Please see the Time in Recognition/Time Release schedule for further details.

SCHOOL BUSINESS

- To obtain prior approval for any school business, teachers are requested to use the School Business Time Release Approval Form obtained from Compass or the School Coordination Team. The School Coordination Team 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. The PCO Team will also monitor School Business time release as appropriate.
- In-lieu or recognition days for additional work undertaken by teachers during a semester should be taken during that semester at a time determined in consultation with the School Coordination Team to minimise disruption to the teaching program.

FURTHER INFORMATION AND RESOURCES

<https://stalbanssc-vic.compass.education/Communicate/SchoolDocumentation.aspx>

- School Business Time Release Approval Form
- Time in Recognition /Time Release schedule

EVALUATION

This policy will be reviewed on a three year cycle to confirm internal control procedures.

Proposed amendments to this policy will include consultation with the School Coordination Team and any major changes to be made in consultation with the Curriculum Committee.

REVIEW CYCLE

This policy was last updated in November 2023 and is scheduled for review in November 2026.