



WOODVALE SECONDARY COLLEGE

Dear Parent/Caregiver

Welcome back for the start of another school year. Year 11 is vitally important as it is an opportunity to set a firm foundation for success in Year 12 and beyond. Thank you to those families that have ensured their child has started the year with the appropriate textbooks. If you have not yet purchased items from the booklist, please access the Year 11 booklist from the Woodvale Secondary College website at www.woodvale.wa.edu.au.

Year 11 support staff

This year, your child will be supported by Ms Jenelle Browning in the Year 11 Coordinator role and Mr Jared Davies, the Program Coordinator of Senior School Student Services. I look forward to working with this very experienced team to support our Year 11 students.

Parent information evening

We are holding an information evening for parents of Year 11 students on **Tuesday 21 February** at 6.00pm. This evening will provide an opportunity to go through key information, such as WACE and attainment requirements, support systems available to students and the expectations we have of Senior School students. The information evening will be held in the Music Centre. Students are welcome to attend with their parents. Further information regarding WACE requirements is attached for your reference.

Afternoon seminar program

Please find enclosed the afternoon seminar program for 2017. It is important that students are aware that attendance at afternoon sessions, ATB tests and assemblies is compulsory and that any absences must be explained by a note or telephone call from a parent. Students will be advised which sessions they are required to attend in the daily notices. We appreciate support from parents in ensuring that students do attend all required sessions.

Subject changes

If your child wishes to make changes to Semester 1 courses it is important that they do so before **Tuesday 14 February**. After this time it is unlikely that students will be able to catch up on the work missed and changes will only be made in exceptional circumstances. Please note that, where a student is wishing to change in to a high cost unit, a deposit may be required before changes can be made. Notices will appear in the daily bulletin instructing students on the process for making appointments regarding changes. Please be aware that in the event that a course is full, we will not be able to accommodate a change.

Parent contact details

Increasingly, the school will be making contact with parents via email. If you are yet to provide us with your email address, or have not been receiving emails from the school, please contact the front office to update your details. Additionally, should you change address or telephone number, please advise the school.

High cost courses

We are most appreciative of the commitment our parents demonstrate to paying course charges. The funds enable us to provide quality educational programs for all students. Charges for courses must be paid by **March 3 2017**. Please do not hesitate to contact Lynne Eltoft, our Business Manager, if you wish to discuss payment options or the setting up of a payment plan. Please note that students may be removed from high cost courses where course payment is not finalised and no contact has been made.

Special provision examination arrangements

Each year we have a number of students who, for a whole range of reasons, are eligible for special examination arrangements. These arrangements can include additional time for students with physical

disabilities or diagnosed processing disorders, the ability to take food into exams for students with diabetes, through to consistent seating for students with anxiety disorders. It is important that we establish these arrangements in Year 11 so that we can demonstrate a history of school-based support when it comes to applying for arrangements for the external exams in Year 12. Please contact me at justine.mcnaught-conroy@education.wa.edu.au as soon as possible if you believe that your child may be eligible for special examination arrangements. Please note that special provisions may be allowed for OLNA, EST, semester based examinations and class tests.

Dress code

It has been wonderful to see the majority of students arrive at school in the first week in full school uniform as per the College Dress Code. Female students are reminded that the transition period allowing the wearing of skirts has now finished and no student is allowed to wear the discontinued skirt to school. Consequences for uniform infringements may be applied for any student in breach of the College dress code.

Student absences at assessment times

Parents are reminded that a medical certificate must be provided for students who are absent on the day of a scheduled assessment or who claim medical grounds for the late submission of an assessment. Should you wish to apply for an absence approval at any time throughout the year, please complete the absence approval application which can be found on the College website. Allowances will not be made for students who miss assessments due to a family vacation.

Whole school assessment policy

The whole school assessment policy may be found on the College website and students are encouraged to ensure they are familiar with assessment and examination expectations. Students and parents have access to results throughout the year via Connect. There is an expectation that senior school students fully engage with the opportunity to check their progress and achievement on Connect regularly. Please see the attached information.

OLNA

Information will be sent out regarding the sitting of the Online Literacy and Numeracy Assessment (OLNA) over the next couple of weeks. Only students required to participate in this testing will receive this information. Please contact me as soon as possible if you have any questions regarding OLNA in 2017 or if you believe your child may be eligible for special examination provisions.

VET for Schools students (TAFE one day a week)

There are a number of students who have been successful in gaining places in TAFE this year to complete qualifications not on offer at WSC. This is a terrific opportunity for them and I congratulate them on this achievement. Students should be reminded that it is their responsibility to ensure that strategies are put in place to ensure they keep up with their schoolwork. TAFE cannot be an excuse for late submission of work. Staff are aware that they will be absent but they will need to initiate negotiations with teachers regarding tests and assignments. If you feel that this is having a detrimental impact on their schoolwork at anytime, could you please contact Ms Francis as soon as possible. There is a procedure for withdrawing from these courses. If the TAFE day falls on a pupil free day at WSC, they should still attend. If your child is absent, please contact both the TAFE and WSC Absentees.

INSTEP

Placements are being organised for students in readiness for Term 2. If your child has made some career choice changes, please advise them to let Ms Francis know as soon as possible. If you are aware of an industry placement for your child, please contact Ms Francis and we can deal directly with the employer and explain their responsibilities when hosting an INSTEP student.

If you are able to host a student for INSTEP, we would appreciate hearing from you. We have a high need for building and construction trades, beauty, sport and fitness and many others. Please contact Ms Francis VET Coordinator if you can assist.

Endorsed Programs

If your child is involved in activities external to school they may be able to gain credit toward their WACE. Examples of these activities include Surf Lifesaving, Music examinations, Dance programs, Duke of Edinburgh as well as elite sporting and community service to name a few. For a full list see SCSA at these links.

<http://wace1516.scsa.wa.edu.au/vet/endorsed-programs/provider-developed-endorsed-programs>

<http://wace1516.scsa.wa.edu.au/vet/endorsed-programs/authority-developed-endorsed-programs>

Some of these require completion of a Logbook or submission of documents to the school. Contact Ms Francis VET Coordinator for more information.

Please do not hesitate to contact me or any member of the senior school team at any time throughout the year if you have any concerns or queries. I look forward to meeting with you at the upcoming parent evening and trust that your child will have an enjoyable and successful year in 2017.

Yours sincerely

Justine McNaught-Conroy
Associate Principal – Senior School

7 February 2017