



YEAR 10

HANDBOOK

2017

Year 10 at Merbein P-10 College

Principal's Message

Dear students, parents and carers,

Year 10 is the final year of schooling for students at Merbein P-10 College. For many students this year represents the last of four years at Merbein, while for others it is the culmination of eleven years' education at Merbein P-10 College and our predecessor primary schools at Merbein, Merbein West and Merbein South.

On December 1st, we look forward to celebrating these students' achievements at our 2017 Graduation Ceremony. In order to attend Graduation, we ask that students demonstrate a commitment throughout the year to our College values of *Respect, Responsibility and Quality*. This Handbook outlines what this commitment looks like in practice.

For the majority of students, the end of Year 10 means a transition in 2018 to Mildura Senior College and the opportunity to pursue a more personalised VCE or VCAL program. Others will pursue TAFE, Apprenticeship and workforce pathways.

This year, Mr. Chris Blackie is our Year 10 Coordinator, and as a Year 8-10 Learning Centre Leader will be working alongside Ms. Hayley Hibberd and Mrs. Bek McClure. Mr. Blackie will be coordinating the Transition Program as part of the Mildura Secondary Schools' Alliance, and will be coordinating this year's China Exchange.

Our Year 10 program aims to ensure that students are academically, socially and emotionally prepared for the next step in their educational journey. We look forward to working with students and families to ensure their final year with us is a success.

Yours sincerely

Graeme Cupper

Principal, Merbein P-10 College

Form groups

In 2014, this year level began Year 7 as a group of 65 students. Over the last three years, many more families have chosen to trust Merbein P-10 with their child's education, and the year level has now grown to over 80 students.

As a result, in 2017 the College has taken the decision to expand this year level from three to four form groups. Adding an extra form group, along with a fourth English and Maths group, will allow us to run smaller classes. Maths and English classes will be better targeted to students' needs and teachers will be able to give greater attention to individual students.

This year, students will be with their form groups for morning form assembly, Humanities, Science and some Health & PE classes.

Form teachers are the ideal first point of contact for everyday questions or concerns. This year's Year 10 Form Teachers are:

- 10A: Mr. Howard Hankinson (hankinson.howard.h@edumail.vic.gov.au)
- 10B: Mrs. Wendy Dawson (dawson.wendy.w@edumail.vic.gov.au)
- 10C: Mrs. Chris Bettison (bettison.christine.f@edumail.vic.gov.au)
- 10D: Mr. Don Voege (voege.don.d@edumail.vic.gov.au)

Graduation

To successfully graduate from Merbein P-10 College and attend the Graduation Ceremony in December, students are required to demonstrate a commitment to the College values of *Respect, Responsibility* and *Quality* throughout Year 10.

Students can demonstrate their commitment to the values of our College community through their academic work and learning, their attendance, their behaviour while at school and their wearing of the College uniform.

There are minimum standards set in each of these areas that students must meet in order to successfully graduate. Students not meeting these standards may have their invitation to the Graduation Ceremony withdrawn at any time during the year. In consultation with students and families, plans will be developed that students are required to follow in order to have their invitation reinstated.

The minimum standards are listed below. Each area is then discussed in greater detail. We strongly encourage students and families to read each section carefully.

Graduation at a glance:

Academic

- Students must achieve a Satisfactory result in at least 12 of their 16 subjects
- Students must complete two weeks' Work Experience
- Students must complete all Assessment Tasks to a satisfactory standard
- Students must complete at least 80% of homework sheets in **Mathematics**
- Students must actively participate in at least 80% of practical sessions in **Health & Physical Education**
- Students must consistently submit work on time
- Graduation invitation may be withdrawn at any time and conditions set for invitation to be reissued

Attendance

- Minimum attendance of 85% (recorded per *session* not per *day*)
- Graduation invitation may be withdrawn at any time and conditions set for invitation to be reissued

Behaviour

- Consistently high standard of behaviour required
- Graduation invitation may be withdrawn at any time and conditions set for invitation to be reissued

Uniform

- Consistent, year-round wearing of Merbein P-10 College uniform
- Graduation invitation may be withdrawn at any time and conditions set for invitation to be reissued

Academic standards

To be eligible to successfully graduate, students must achieve a Satisfactory result in at least 12 out of the 16 subjects studied during the year. This includes all core subjects and elective subjects.

To achieve a Satisfactory result in a subject, students are required to:

- Complete and submit all Assessment Tasks
- Complete all Assessment Tasks to a standard that reflects their best effort
- Consistently submit Assessment Tasks on time

As well as these requirements, students are required to meet the following standards in specific subject areas:

- Health & Physical Education: *Participation in a minimum of 80% of practical sessions*
- Mathematics: *Completion of at least 80% of homework sheets*

It is the responsibility of students to keep track of Assessment Tasks and due dates.

However, teachers will assist students and families by:

- Clearly outlining Assessment Tasks and due dates in class
- Notifying students and families if an Assessment Task has not been submitted
- Negotiating extensions and other arrangements in cases of illness or other hardships

Please see the section on *Assessment Policy* for further information.

Attendance standards

Educational research clearly shows that for every day a student is away from school their chances of achieving are reduced. For this reason, Year 10 students are required to have an attendance rate of 85% or higher to successfully graduate.

Attendance rates are calculated *per session* not *per day*. This means that arriving late to form assembly or other classes will affect a student's attendance level.

The College is happy to negotiate exceptions to this requirement due to medical or other difficulties faced by students. However, all requests for exceptions must be supported by written evidence.

Behaviour standards

All students at Merbein P-10 College are expected to demonstrate respectful and responsible behaviour at all times. Poor behaviour in and out of class can impact the learning and wellbeing of others.

If a Year 10 student's behaviour consistently interferes with the learning and wellbeing of other students, the College will:

- Withdraw the student's invitation to attend the Graduation Ceremony
- Request a meeting between the Principal, a Learning Centre Leader, the student and a parent or carer
- Implement a behaviour management plan that the student must follow in order for their invitation to the Graduation Ceremony to be reinstated

Uniform standards

Consistently wearing school uniform is an expectation for all students at Merbein P-10 College. We believe that our uniform allows all students to feel that they are equal members of the College community.

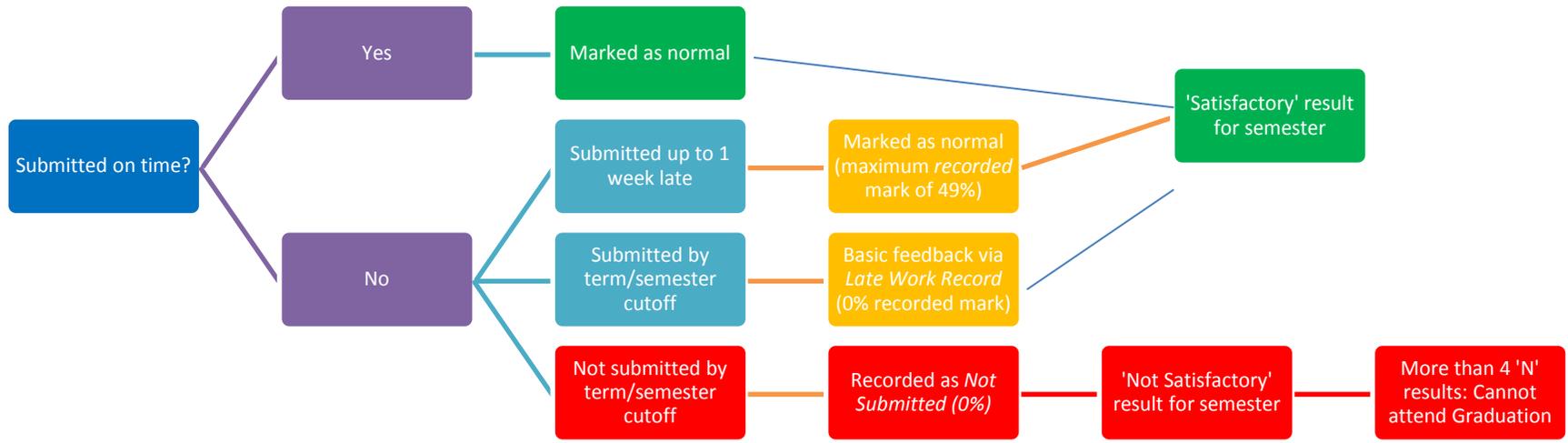
For Year 10 students, wearing school uniform sets an example for all of our younger students. For these reasons, students who consistently refuse to wear school uniform will not be eligible to attend the Graduation Ceremony.

Students will be considered to be out-of-uniform if they are wearing any items not included or described in the College's uniform catalogue. This includes:

- Non-uniform hoodies or jumpers
- Athletic wear including Skins and other brands of leggings and compression clothing

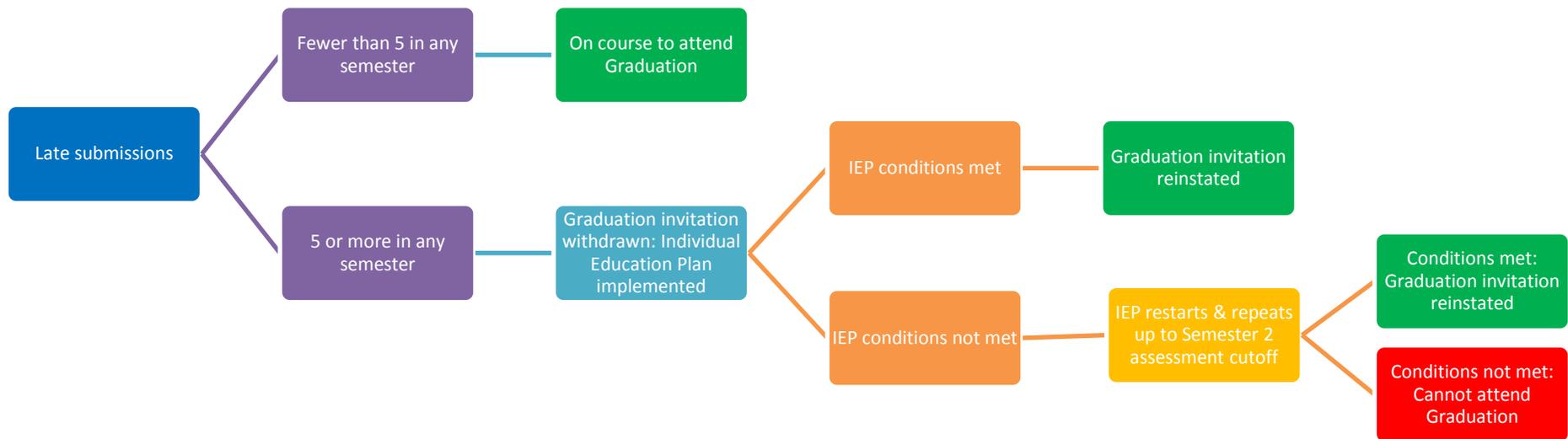
Assessment Policy

At Merbein P-10 College we strongly encourage students to make clear plans for their classwork and homework and to submit work on time. Substantial penalties apply when tasks become overdue. The flowchart below outlines the process for marking of on-time and late work. Students can avoid penalties through careful planning, effective use of class time and a regular homework routine.



Late submission of work

Completing and submitting Assessment Tasks on time is critical for students' success in senior secondary schooling and for developing the organisational and planning skills that are essential both at school and in the workplace. Students who consistently submit Assessment Tasks after due dates will be supported to address this through the following process.



Extensions

Merbein P-10 College is more than happy to negotiate extensions to due dates for Assessment Tasks where students face circumstances that prevent them from completing a task on time.

Extensions can be granted for:

- Medical reasons (a medical certificate may be required)
- Significant personal difficulties
- Interruptions to normal home life

Extensions will not be granted for:

- Holidays taken during term time (unless a Learning Plan is arranged in advance with the College)
- Outside work commitments
- Extra-curricular commitments

Students are expected to proactively discuss these circumstances with their teachers or a Learning Centre Leader and to work with their teachers to develop a plan to ensure that tasks can be completed.

Homework

Educational research shows that the value of homework and its' effect on student achievement increases significantly as students reach the final years of secondary school. Students in Year 10 can no longer expect to be able to do their best possible work using only the time available in classes.

Merbein P-10 College is currently working to finalise a revised Homework Policy that will be presented to the College Council. A copy of this policy and other resources to help families make the most of homework for students at all year levels will be provided shortly.

We believe it is important for students to develop a homework routine to help develop skills in independent learning, time management and planning, and to emphasise that learning is not something that only occurs at school. For students in Year 10, gradually building up a homework routine is critical in preparing for Year 11 and 12.

The Victorian Department of Education & Training has issued guidelines that suggest across Year 10-12 students should plan for a homework routine of at least 1 hour per night, averaged over a week.

Mildura Senior College sets the following expectations for homework at VCE-level:

- Year 11: Up to 3-4 hours of homework work 3 or 4 times a week
- Year 12: 3-4 hours of homework 4-5 times a week

Year 10 is not VCE, and students should not place unnecessary pressure on themselves in terms of homework. However, students will find the transition to senior secondary schooling much easier if they already have a consistent homework routine in place.

Year 10 programs and experiences

Work Experience

Work Experience is a key component of the Year 10 experience for students at Merbein P-10 College. In 2017, Year 10 Work Experience placements will be in **week 7 and 8 of Term 3**. Students are expected to arrange their own Work Experience placements.

Merbein P-10 College is the final school in Sunraysia to complete work experience. With this in mind, students should aim to work through the process below as soon as possible:



Please note that students who do not complete 2 weeks of work experience during the year will not be eligible to attend the Year 10 Graduation Ceremony.

Mildura Senior College Transition

Merbein P-10 College is a member of the Mildura Secondary Schools Alliance. The Alliance aims to support students to make the transition from their Year 7-10 schools to Mildura Senior College as smoothly and effectively as possible.

In 2017 the transition program will begin early in Term 1 with a visit from past Merbein P-10 students who will share their experience of VCE and VCAL and offer advice for Year 10 students on preparing for senior secondary schooling. The transition program culminates in December with students attending three days of Orientation at Mildura Senior College.

Families can help students make this important transition by becoming familiar with the different pathways and fields of study available at Mildura Senior College. Information about the Victorian Certificate of Education (VCE), the Victorian Certificate of Applied Learning (VCAL), Vocational Education and Training (VET) and School-Based Apprenticeships (SBA) can be found at www.milsen.vic.edu.au

A detailed calendar for the Mildura Secondary Schools' Alliance 2017/18 Transition Program will be available late in Term 1. We look forward to working with you to help students succeed in the next stage of their school education.

Sunraysia-Dali Student Exchange Program

Since 2010, Merbein P-10 College Year 10 students have participated in a cultural exchange program with schools in Dali in China's Yunnan Province. Along with our partners Red Cliffs Secondary College and Irymple Secondary College, hundreds of Sunraysia students have experienced life in China. And thanks to the generosity and hospitality of those students' families, hundreds of Chinese students have experienced our Australian way of life.

We are proud to be able to offer this opportunity to our students, and encourage all Year 10 students and their families to consider participating in this year's program. Students and families can participate in the full program by hosting a student from Dali in August and then travelling to Dali in September.

As in previous years, in 2017 we will also be seeking the assistance of Merbein P-10 families to host visiting students from Dali. Many students and families have found this to be a hugely rewarding experience, and we would be very grateful for your support.

For more information about any aspect of the China Exchange, please contact Chris Blackie.

Representing Merbein P-10 College

Merbein P-10 College is a participant in the School Sport Victoria program, which coordinates sporting events between schools across the state. We are very proud of the success many of our individual students and teams have achieved and strongly encourage students to take part.

However, representing the College in the community comes with responsibilities. With that in mind, to participate in SSV events and all other outside activities such as debating, chess and leadership

programs, students must demonstrate a commitment to the College values of *Respect, Responsibility and Quality*.

To qualify to represent the College students must:

- Commit to participating in all trials, training sessions and meetings prior to events
- Be up-to-date with all classwork and homework
- Demonstrate a very high standard of behaviour

The College reserves the right to withdraw students from participation in external events who do not meet these criteria.