MONITORING COURSE PROGRESS

PRINCIPLES

Ursula Frayne Catholic College recognises:

- ensure that its students gain the highest outcomes possible for each individual
- assist each student to develop and maximise their full potential recognise the various gifts and talents present within all students provide honest and constructive feedback to students
- provide transparency and clarity within the assessment process identify students at risk and provide early intervention
- ensure that students have access to and utilise quality support processes where needed
- maintain accurate and systematic assessment records abide by obligations relating to Visa Condition 8202
- comply with Department of Education and the School Curriculum and Standards Authority requirements

PROCEDURES

1. The College provides formal reports on a semester basis; that is twice yearly. In addition, there is a less formal 'interim' report distributed during week 5 of the first term to provide useful feedback about academic and pastoral issues. The determination of a student's satisfactory academic progress will be determined at the completion of a semester when they will have completed the assessment program for each course in accordance with requirements under the School Curriculum and Standards Authority.
2. Reports are forwarded to the student's parent/guardian either in their home country or locally if they reside in Australia. Homestay carers are also provided with a copy of the student report.
3. Students are encouraged to monitor their academic progress. The College has an obligation to protect the privacy of each individual, but students are able to discuss their progress with their form/subject teacher at any time.
4. The International Student Coordinator will meet with each student to review their progress at the completion of semester 1. This meeting will require informal input from the subject/class teachers and the form teacher as well as input from the student as to their perception of their progress. This meeting will result in an individual action plan to be developed by the student.
5. In cases where students are 'at risk' of not demonstrating academic success, then the Overseas Student Coordinator and the student will formally take measures to remedy the situation. Action might include (for example):
   - extra tuition from the subject teacher as mutually convenient times the College's Homework Club conducted after school
   - After school Maths Club or English Club
   - additional ESL support and ESL strategies to the student and class teacher
   - a 'study buddy' to act as a mentor extra tuition outside the College
   - a behaviour contract to ensure use of the Student Diary and completion of work
   - provide support for improved organisational strategies through the College Psychologist or Careers Counsellor
   - liaison with the local carer, homestay provider and/or parents/guardians
6. Any of the interventions listed above may be initiated by:
   - (Secondary Students)
     - Learning Area Coordinator
     - Homeroom Teacher

    - Cluster Leader
    - Head of School
    - International Student Coordinator
    - Student
- (Primary Students)
    - Class Teacher
    - Head of School
    - International Student Coordinator
    - Student

In all instances where any intervention is initiated in response to the student being 'at risk' of failing to demonstrate academic progress, then that action will be recorded in the student's record file.

7. Satisfactory academic progress is defined at Ursula Frayne Catholic College and applicable to overseas students as:
    - Primary School (Pre-Primary to Year 6): students are required to obtain an average minimum result of a 'C' grade in all subjects according to the College assigned grades.
    - Middle School (Years 7 to 9): students are required to obtain an average minimum result of a 'C' grade in all subjects according to the College assigned grades.
    - Senior School (Years 10, 11 & 12): students are required to obtain an average minimum result of a 'C' grade across their subjects and/or maintain the minimum requirements needed to attain their WA Certificate of Education (WACE).
8. Students who are identified as being 'at risk' of failing to attain satisfactory progress at the completion of Term 3 will be notified in writing by the Head of School.
9. Those students who have failed to attain satisfactory academic progress at the conclusion of the academic year will be formally advised in writing at the time their academic report is issued of the College's intention to report the student to the Commonwealth Department of Education through Prisms The student will then have 20 working days (4 working weeks) to appeal the College's judgment.

The student must put any appeal regarding academic progress in writing. In particular, the student must advise the College of any circumstances, especially compassionate and compelling grounds, for the College reconsidering its decision to report the student to the Commonwealth Department of Education through PRISMS.

10. Any student who is reported to the Department of Education will be issued with a Section 20 breach notice.
11. Students in Primary and Secondary at Ursula Frayne have access to a number of support personnel such as:
    - Homeroom/Class Teacher
    - Subject Teacher
    - Learning Area Coordinator
    - Head of Primary/secondary
    - Psychologist
    - Assistant Head of Primary
    - Campus Minister
    - Careers Counsellor
    - Overseas Student Coordinator
    - Cluster Leader
    - Teacher Librarian
    - College Chaplain