

SENIOR SCHOOL

VCE

Information Booklet 2023

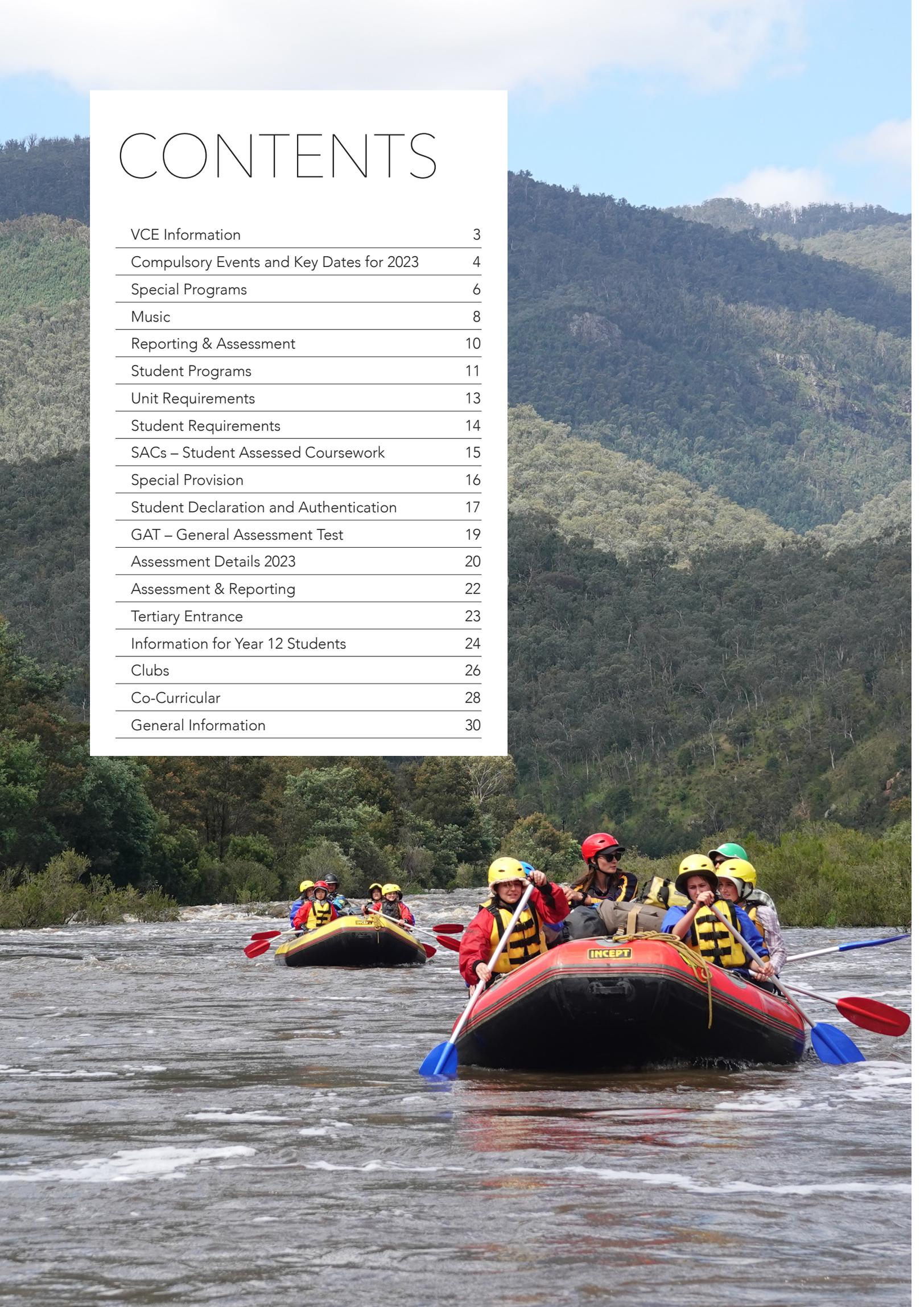


2023



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VCE INFORMATION

This Handbook contains the details of VCAA policies and regulations which are relevant to all students enrolled in the Victorian Certificate of Education.

All VCE studies at Firbank have been written in accordance with the study designs published by the Victorian Curriculum and Assessment Authority (VCAA). Students enrolled in these studies are required to meet both VCAA and School regulations as set out in this Handbook.

Please read this Handbook carefully and refer to it whenever you or your daughter are seeking information about VCE requirements and procedures.

The Handbook also records key Firbank dates for your information.

Communication

Communication between parents and the School is very important. Your daughter will be supported by many people in her journey at Firbank, but particularly by the year level wellbeing leader, her mentor and her subject teachers.

The main contact for enquiries regarding your daughter on a day-to-day basis is her mentor. Communication regarding her progress, wellbeing concerns and requests for leave should be directed to the wellbeing leader, via their school email or on 9591 5188.

- **Mrs Annette Davie-Smythe:**
Year 12, Wellbeing Leader and Careers Counsellor
- **Ms Louise Roberts:**
Year 11, Wellbeing Leader
- **Mr Yu Tang:**
International Student Coordinator
- **Mrs Jennifer Vincent-Green:**
Director of Student Services
- **Ms Jo Thompson:**
VCE Coordinator

A list of your daughter's teachers and their email addresses can be found on the Parent Portal. Firbank email addresses follow the same format - for example, msurname@firbank.vic.edu.au. We encourage parents to communicate frequently with teachers.

Other methods of communication that we use are the Firbank weekly eNews, the Firbank App, Consent2Go and parent emails. We encourage all parents to download the Firbank App. Information about downloading the Firbank App can be found on our website under Current Students and Parents, What Parents Need to Know or under App in the General Information in this Handbook.

NB. You will be logged out of the App if you do not access it within 30 days. This is a security measure and you will need to log in again.

Parent Help Desk

The Firbank Parent Help Desk is the first point of call for any general parent enquiries - whatever you need help with, across all our campuses. The Parent Help Desk is designed to assist with requests and solve problems, be they big or small.

The Parent Help Desk can be contacted by emailing parenthelpdesk@firbank.vic.edu.au. Alternatively, you can call the Parent Help Desk via reception on 9591 5188.

COMPULSORY EVENTS & KEY DATES FOR 2023

TERM 1 (31 JANUARY-6 APRIL)

Tuesday, 31 January

Day 1 Students - Classes Commence
Senior School Photo Day
Year 7 & 8 Parent Information Evening
Student Commencement Service

Thursday, 2 February

Year 11 & 12 VCE Parent Information Evening
Monday, 6 February
Year 9 & 10 Parent Information Evening

Monday 20 February

House Swimming Carnival

Wednesday, 22 February

Ash Wednesday

Tuesday, 28 February

House Diving Carnival

Tuesday, 7 March

International Women's Day Breakfast

Wednesday, 8 March

Years 7-9 Musical Audition Day 1

Thursday, 9 March

Years 7-9 Musical Audition Day 2

Friday, 10 March

Years 7-9 Musical Audition Day 3

Wednesday, 15 March

Year 7 & 9 NAPLAN

Thursday, 16 March

Year 7 & 9 NAPLAN

Friday, 17 March

Piano Soiree No. 1

Sunday, 19 March

Head of the School Girls Rowing Regatta

Tuesday, 28 March

Year 7 Immunisations

Wednesday, 5 April

Twilight Jazz

Thursday, 6 April

Term 1 Ends

TERM 2 (26 APRIL-23 JUNE)

Wednesday, 26 April

Day 1 Students - Classes Commence

Friday, 12 May

House Cross Country

Tuesday, 18 May

Year 10 Immunisations

Tuesday, 25 May

Vocal Soiree No. 1

Saturday, 27 May

Firbank Aquastars Presentation Evening

Friday, 2 June

Piano Soiree No. 2

Friday, 9 June

Curriculum Day - No Students

Monday, 12 June

Kings Birthday

Thursday, 15 June

General Achievement Test (GAT)

Friday, 23 June

Term 2 Ends

TERM 3 (19 JULY-15 SEPTEMBER)

Friday, 21 July

Year 12 2024 Subject Selection Interviews

Monday, 24 July

Winter Performing Arts Festival - Dance Night

Wednesday, 26 July

Year 11 2024 Subject Expo

Year 11 2024 Parent Information Evening

Year 12 2024 Subject Selection Interviews

Piano Soiree No. 3

Thursday, 27 July

Winter Performing Arts Festival - Drama Night

Friday, 28 July

Year 11 2024 Subject Selection Interviews

Monday, 31 July

Year 11 2024 Subject Selection Interviews

Year 12 2023 Student Information Session

Year 12 2023 VCE/VTAC Parent Information Evening

Tuesday, 1 August

Year 8 Allwell Testing

Wednesday, 2 August

Vocal Soiree No.2

Year 11 2024 Subject Selection Interviews

Thursday, 3 August

Year 8 Try Rowing Program

Wednesday, 9 August

GSV Preliminary Track and Field Carnival

Thursday, 10 August

AMEB Recital

Years 7-9 Musical Production Performance #1

Friday, 11 August

Years 7-9 Musical Production Performance #2

Saturday, 12 August

Years 7-9 Musical Production Performance #3

Wednesday, 16

Full Asynchronous Learning Day 7-12

Thursday, 17 August

Choral Concert

Monday, 21 August

Mid Term Break

Friday, 8 September

Chamber Recital

Friday, 15 September

Term 3 Ends

House Festival Performance Day

TERM 4 (3 OCTOBER-8 DECEMBER)

Tuesday, 3 October

Day 1 Students - Classes Commence

Wednesday, 4 October

Paul Dillon Years 10-12 Student Information Sessions

Monday, 9 October

Final Year 12 Week

Wednesday, 11 October

Strings Concert

Friday, 13 October

Guitar Recital

Wednesday, 18 October

Year 12 Valedictory Service and Dinner

Thursday, 19 October

Visual Arts Exhibition Opening

Friday, 20 October

Strings Recital

Monday, 23 October

Brass and Wood Recital

Tuesday, 24 October

Year 7 Immunisations

Wednesday, 25 October

Year 8 MUN (Model United Nations) Day

Monday, 6 November

Mid Term Break

Monday, 13 November

Vocal Soiree No. 3

Wednesday, 22 November

Presentation Evening

Friday, 8 December

Carols Service

Term 4 Ends

SPECIAL PROGRAMS

Year 12 Wellbeing Retreat

Friday, 10-Saturday, 11 February

The aim of this weekend is to provide a space away from the school environment at the beginning of the academic year to acknowledge the significance of the transition from Year 11 into the final year of school. The weekend aims to set the students up for the year ahead by promoting positive connections within the cohort with an emphasis on positive wellbeing.

Year 11 Reimagine Tomorrow Conference

In preparation for the transition from school, your daughter will be challenged to become increasingly responsible for her future decisions. This is a program where students contemplate their Firbank school life and how it lays a foundation for their future.

The Your Future, Your Voice Program aims to provide current Year 11 students with an opportunity to reflect on their Firbank experience whilst contemplating their final year at Firbank.

This will help your daughter to gain perspective of themselves as valuable members and contributors of society. They will be introduced to tertiary life, set aspirational goals, evaluate their academic understanding, be guided by wellbeing initiatives and gain invaluable information to assist their pathway decisions.

The activities will enable opportunities to build identity as individuals, a group and as leaders of Firbank.

Program intentions:

- Working with wellbeing to find your voice
- Leadership as a Year 12 student
- How to strengthen your character
- How to optimise your learning
- Preparation for Year 12 studies
- How to balance your time and commitments

The tertiary experience:

- A tour of tertiary institutions
- University lectures and workshops
- Guest speakers

Optional Downhill Snow Program

Friday, 18-Monday, 21 August

Students from Years 7-12 have the opportunity to participate in a four-day program at Falls Creek Resort. This experience will cater for all abilities in downhill skiing or snowboarding. Students will participate in several group lessons with qualified instructors. Students will stay in dorm-style accommodation. Further information will be published in Term 2.

Year 11 Summit to Sea Expedition

Thursday, 30 November-Sunday, 17 December

Summit to Sea is an optional 19-day expedition from the highest mountain in Australia (Mt Kosciuszko) to the coast of Victoria (Marlo). Students will hike 7 days through Mt Kosciuszko National Park and the Pilot Wilderness Area before descending to the iconic Snowy River. We will move into whitewater rafts and paddle for the remaining 12 days down the Snowy River, through gorges and rapids, before entering the sea at Marlo.

Firbank is proud to deliver a program that builds confidence, resilience and an opportunity for the girls to learn about themselves, the people around them and the environment. Students will truly realise how capable they are and will achieve something beyond their expectations. The timing of this program is ideal, empowering and motivating our students to tackle any challenge with determination and perseverance. These lessons will hold them in good stead as they enter their final year of schooling.

Summit to Sea is also about the mental challenge, not simply the physical. We have previously had students with a range of abilities completing Summit to Sea, proving this program is about the power of a positive mindset. We encourage all girls to move outside their comfort zone, be brave and sign up to this expedition. Further information will be sent out in Term 1.

Duke of Edinburgh International Award

The Duke of Edinburgh International Award is an internationally recognised program. There are three levels of awards: Bronze, Silver and Gold, each level requiring an increased level of commitment and time. The Bronze Award is a compulsory part of the Year 9 curriculum. Students are encouraged to complete their Silver Award in Year 10 and the Gold Award in Years 11-12; however it is not compulsory.

Each student will create a unique program of activities over a set length of time across four different sections: Physical Recreation, Skills, Voluntary Service and Adventurous Journey. The Award is a student-led initiative, and the girls are expected to take ownership of their award and lead the process. By participating in all preparation sessions and completing the Summit to Sea Expedition, students satisfy requirements for both the Adventurous Journey and the Residential Program sections of the Gold level. Further information will be published in Term 1.



MUSIC

Music at Firbank is an essential part of the education of every child and takes place in both the curriculum and co-curriculum of the school. The Music School is situated in the Music Precinct and provides a number of specialist teachers. The Music School enjoys a reputation for excellence of performance and has an extensive performance program which includes a series of concerts and recitals, various school functions, and a commitment to support the community through performance.

Music Lessons

Students interested in pursuing individual private music lessons are to contact Mrs Sarah Saunders in the Music Department Office, located in the Music Precinct, to collect a form, or one can be downloaded from the School's website.

The Music School offers the following instruments for tuition as part of the Firbank Curriculum:

flute, oboe, clarinet, bassoon, saxophone, trumpet, French horn, trombone, euphonium, tuba, classical guitar, bass guitar, violin, viola, cello, double bass, piano, singing, percussion and drum kit. Music theory is also available.

Information regarding lessons, including cost and terms and conditions, can be located on the Music Lesson Application Form.

11 And 12 Students

The following music ensembles are open to Year 11 and 12 students.

BIG BAND

Big Band is the premier band and is open to students who play the saxophone or a brass, percussion/rhythm instrument, or the piano. Although unauditioned, interested students will be assessed for the appropriate playing level. Students are invited to contact the ensemble director, Mr Simon Marsden (smarsden@firbank.vic.edu.au) to discuss joining the Band.

Music Ensembles for Year



SYMPHONIC WINDS

Symphonic Winds is the senior concert band and is open to students who play a wind, brass, percussion/rhythm instrument, or the piano. Although unauditioned, interested students will be assessed for the appropriate playing level. Students are invited to contact the ensemble director, Mr Simon Marsden (smarsden@firbank.vic.edu.au) to discuss joining the ensemble.

SENIOR STRING ORCHESTRA

Senior String Orchestra is the senior strings ensemble and is open to students who play the violin, viola, cello or double bass. Interested students are invited to contact the ensemble director, Mr Kim Morley (kmorley@firbank.vic.edu.au) to discuss joining the ensemble.

GUITAR ENSEMBLE

Students learning the guitar are encouraged to contact the ensemble director, Mr Clive Simpson (csimpson@firbank.vic.edu.au) for further information.

FLUTE ENSEMBLE

Students learning the flute are encouraged to contact the ensemble director, Mrs Brooke Feher (bfeher@firbank.vic.edu.au) for further information.

CHORAL GROUPS

Choral singing is a large part of the Music program at Firbank, Year 9/12 Choir is an open-entry all-comers choir who rehearse weekly, working towards performances at Music School concerts including Jazz Night in Term 1, the Choral Concert in Term 3 and playing a major role in the Presentation Evening Choir. This is a relaxed choral group and great for those who love to sing! Students are encouraged to contact Ms Philippa Jones (pjones@firbank.vic.edu.au) for further information.

Bel Canto is the senior-auditioned choir for advanced singers. Auditions for VCE students are held in Term 4 of the year before i.e. Term 4 of 2022 for the 2023 Choir. More information about auditions and rehearsals will be available in the Music Precinct from the start of Term 4. If a student is new to the School, an out-of-season audition can be arranged through the Music School. Students are encouraged to contact the ensemble director, Ms Philippa Jones (pjones@firbank.vic.edu.au) for further information.

Music Ensemble Rehearsal Times

MONDAY

- 7.20-8.20 am Big Band, Recital Hall
- 1.25-2.00 pm, Bel Canto, Choir Room

TUESDAY

- 1.25-2.00 pm, Year 9/12 Choir, Recital Hall
- 3.30-5.30 pm, Symphonic Winds, Recital Hall
- 3.30-5.30 pm, Senior Strings, Choir Room

WEDNESDAY

- 7.20-8.20 am, Guitar Ensemble, Tuition Room 1

THURSDAY

- 7.20-8.20 am, Big Band, Recital Hall
- 7.20-8.20 am, Flute Ensemble, Tuition Room 1
- 1.25-2.00 pm, Bel Canto, Choir Room

Please do not hesitate to contact the Music Department with any queries regarding music at Firbank by calling 9591 5151.

or emailing Mrs Sarah Saunders on [**ssaunders@firbank.vic.edu.au**](mailto:ssaunders@firbank.vic.edu.au).

REPORTING & ASSESSMENT

Reporting

The Parent Portal is the main avenue for communication about student academic progress.

Access to the Parent Portal is via the Firbank website:
www.firbank.vic.edu.au

All parents receive an SMS invitation to set up a new password that allows access to the Firbank Parent Portal where information is available relating to their daughter's academic progress. For instructions on how to create or reset a new Portal password, please view www.firbank.vic.edu.au/parent-portal

FIRBANK'S PROGRESSIVE ONLINE REPORTING

This system provides feedback on each major assessment area when it becomes available.

End of Semester Academic Achievement transcript reports will be available at the end of each semester.

It will be possible to print the reports from the Portal if a hard copy is preferred. Reports are also archived under the Documents tab.

Student Conferences

Three-way interviews with Students, Parents and Teachers will be conducted in Term 1 and Term 3 - see dates below.

TERM 1

- Wednesday, 22 March, 11.00am- 6.00p.m
- Wednesday, 29 March, 2.00pm - 4.30pm (catch up)

TERM 3

- Wednesday, 16 August, 11.00am- 6.00p.m
- Wednesday, 23 August, 2.00pm - 4.30pm (catch up)

STUDENT PROGRAMS

A VCE student program will normally be made up of 22 units, however, students may undertake a greater or fewer number of units providing that the requirements for the entire program and for the award of the VCE are met.

All Year 11 students are expected to study six subjects. At Firbank, if a Year 11 student studies one or two Unit 3/4 subjects, it is with the expectation that they will still complete six subjects in total. The following exceptions are allowed:

- If a student studies a subject outside the School: e.g. a language
- If a student is in ill health and cannot manage the full complement of subjects
- If a student is involved in sport, dance, etc. at an elite level
- If the student is an ELS student and her program is modified*

* Year 11 ELS students should only study a Unit 3/4 course after careful consideration.

ELS students are not permitted to study less than the full complement of subjects because they are doing a Unit 3/4. If they are not coping, they may drop the Unit 3/4 and do five subjects, but they cannot maintain the Unit 3/4 and drop a Unit 1/2.

Guidelines to complete 1, or 2 Unit 3/4 studies in Year 11 Year

11 students may include up to two Unit 3/4 studies in their program.

Students who wish to complete one Unit 3/4 in Year 11 must achieve:

- A Grade Point Average of 7.0 in English in Semester 1
- A Grade Point Average of 7.5 across all core subjects (equates to Above Standard) in Semester 1

- A recommendation from the Head of Department
- Consultation with the wellbeing leader, VCE coordinator and Director of Learning/Deputy Head of Learning

If a student wishes to study two Unit 3/4 units in Year 11, they must meet the criteria above for Semester 1 and achieve a GPA of 9.0 (equates to Well Above Standard) average in Year 10 for Semester 2. Year 12 students normally take 10 units (5 subjects following the sequence Unit 3, Unit 4). It is possible for highly capable Year 12 students to study a University Enhancement subject.

Year 11 students studying a Unit 3/4 subject are expected to keep up to date with work in all of their VCE units. The heavier workload of a Unit 3/4 subject cannot be used by a Year 11 student as a reason for failing to complete the requirements of her Unit 1/2 studies.

A VCE program will usually be completed over two years, but results may be accumulated over several years. It should be noted, however, that entrance requirements for some tertiary courses stipulate that the VCE is to be completed over two years only.

Subject Sequences

Units 1 and 2 of studies can be completed separately or as a sequence, although some studies recommend that both units be undertaken. Units 3 and 4 of all studies must be completed as a sequence in the one year. Students may enter studies at Units 1, 2 or 3. Some studies advise that students should complete either or both Units 1 and 2 before attempting Unit 3, have equivalent experience or be willing to undertake some preparation.

Satisfactory Completion

To meet the graduation requirements, students must complete a total of no fewer than 16 units satisfactorily. These units must include three from the English group with at least one unit at Unit 3 to 4 level and three sequences of Unit 3 and 4 studies other than English, including VCE/VET Unit 3 and 4 sequences.

NB. VTAC advises that for the calculation of a student's ATAR, satisfactory completion of both Units 3 and 4 of an English study is required.

Unlimited places are not available in all subjects. We cannot guarantee that all 1/2 subjects will run as a 3/4 subject as it is based on student numbers. As a result, some students may not be able to study exactly the course of their first preference.

Change of Program

Changes to a Semester 1 program are not usually possible any later than two weeks after the start of the semester and are subject to the availability of a place.

Changes to the Semester 2 course are dependent on class sizes and must be discussed with the VCE coordinator and wellbeing leader before the end of Unit 1. Students withdrawing completely from the VCE must sign a withdrawal form to terminate their program.

Repeating Units

There are no restrictions on students repeating units, but students may obtain credit once only for each unit. It is important to speak with the careers counsellor regarding the inclusion of the study score of a repeated study in the ATAR.

VCE Tutoring Service

Year 12 subject teachers are committed to helping every student in their classes achieve the best possible results. They are happy to work with their students on a one-to-one basis beyond the classroom, at mutually convenient times.

To provide extra Years 11 and 12 support to our students, Firkbank has a VCE Tutoring Service which will commence early February. Tutors in a range of VCE subjects will be available to assist students in the CSC from 3.45 to 6.00 p.m., Monday, Tuesday and Thursday. For information, please contact Mrs Jo Thompson.

Student Exchange Program

Special provision is made for students interrupting study to participate in exchange programs. Students transferring from overseas or interstate may apply for credit towards the VCE on the basis of equivalent study at Year 11 or Year 12 undertaken elsewhere. Students in either category should see Ms Thompson for more information.

Higher Education Studies

This is a special program offered by universities for some VCE students who are very strong academically. University studies in the 2023 program are:

- Equivalent in content and assessment in every respect to one or more of current first year studies
- At least 20 per cent of a full time first year university course for an exceptional student
- An enriching advancement on a 3/4 VCE study

On successful completion, students can proceed to a second-year study at the university in that discipline.

Reporting Higher Education Studies

Students who successfully complete university studies have the titles of the studies and the university reported on their VCE Statement of Results. The studies contribute to satisfactory completion for the award of the VCE, as an unscored Unit 3/4 sequence.

UNIT REQUIREMENTS

For satisfactory completion of a unit, a student must demonstrate achievement of each of the outcomes for that unit as specified in the Study Design. This decision will be based on the teacher's judgment of the student's performance on assessment tasks designated for the unit. The key knowledge and skills and the advice for teachers included in the VCAA Study Design will assist teachers in making this judgment.

Achievement of an outcome means:

- The work meets the required standard
- The work was submitted on time
- The work is clearly the student's own
- There has been no substantive breach of rules

If all outcomes are achieved, the student receives an S for the unit. A student may receive a Not Satisfactory (N) if:

- The work is not of the required standard
- The student has failed to meet a school deadline for the assessment task, including where an extension of time has been granted for any reason, including special provision
- The work cannot be authenticated
- There has been a substantive breach of rules including school attendance rules

Achieving a Satisfactory Result

If any outcome is not achieved, the student receives an N for the unit.

Where a student has completed work but there has been a substantive breach of class attendance, the student may be awarded an N.

If a student has been given an N for a unit, they will be required to attend an interview with the VCE coordinator and Head of Department/Course teacher to discuss this outcome.

Students who have not met the required standard for achieving an outcome in a unit may be given an extension of time and an alternate task to achieve their S. The extension of time will not exceed the date for the end of the unit unless there are exceptional circumstances.

STUDENT REQUIREMENTS

The following factors may also affect the satisfactory completion of units.

Attendance

Students who have attended fewer than 80% of classes in a subject will receive an N for the unit unless there are exceptional circumstances or medical documentation has been received for each period of absence.

Decisions in relation to school rules are not subject to appeal to the VCAA by students or parents.

When a student is absent for prolonged periods because of illness or other special circumstances, the School may grant special provision. In such circumstances, the School's penalties for breach of attendance rules are not applicable.

Absences During Assessment Times (applies to Unit 1/2 and 3/4)

If a student is absent on the day that an Assessment Task takes place, it is the responsibility of the student to notify the School on the morning of her absence. If the absence is due to illness, a medical certificate, obtained on the day of her absence, must be provided when returning to School. If the absence is due to a family concern, a letter from the parent/guardian should be presented. The VCE Coordinator and wellbeing leader should be notified of any absences. The VCE Coordinator will be responsible for arranging alternate times for missed assessments, rescheduled SACs will mainly take place after school on Mondays, Tuesdays and Fridays. Students must make themselves available to sit a rescheduled SAC on the day it is scheduled. The sitting of a rescheduled SAC is a priority.

If the task missed is a one-lesson task (e.g., a test or short essay), then the student will be required to complete that task under supervision on return to school. If a student is absent for a longer period of time and the task missed is an extended one, then an extension of time should be applied for. If a certificate or appropriate documentation is not provided, the Assessment Task will not be given to the student, unless completion of the task is necessary to demonstrate achievement of an outcome specified for satisfactory completion of the unit. In such cases, the task will be given to the student and assessed as satisfactory or not satisfactory but will not be graded.

Computer Work

A student who, in special circumstances, uses a computer to produce work for assessment is responsible for ensuring that there is an alternative system available in case of computer or printer malfunction; or hard copies of work-in-progress are produced regularly to meet drafting and authentication requirements; and each time changes are made, the work is saved onto a back-up file. The back-up file should not be stored with the computer.

SACS – STUDENT ASSESSED COURSEWORK

SACs - Units 3/4 Assessment Tasks - Units 1/2 Coursework

Each sequence of Units 3 and 4 includes School Assessed Coursework (SACs) or School Assessed Tasks (SATs).

Coursework assesses each student's overall level of achievement on the assessment tasks designated in the Study Design. The Study Design specifies a range of tasks to assess achievement of each of the unit's outcomes. Assessment tasks designated for coursework must be part of the regular teaching and learning program and must be completed mainly in class time.

Unit 1/2 coursework tasks are formulated along the lines of Unit 3/4 tasks so that students are prepared for Year 12.

Results of Unit 3/4 coursework count towards a student's study score in each VCE study and ultimately towards the student's ATAR.

Most tasks are to be completed mainly in class time. This does not preclude some of the work being completed out of class, for example, where students are using computers to produce the work. In allowing students to complete part of their work out of class, teachers must be able to authenticate that work.

FEEDBACK TO STUDENTS (UNIT 3/4 ONLY)

Students will be given feedback, marks and/or grades, for coursework but it should be noted that coursework assessments given to students and their total scores for coursework may change as a result of statistical moderation by the VCAA.

Examinations

- Thursday, 15 June
All students completing Unit 3/4 subjects must sit for the General Achievement Test (GAT)
- Tuesday, 24 October-Wednesday, 15 October/
November. Unit 3/4 examinations are set externally and are marked by independent external markers.

STUDENTS WITH THREE EXAMINATIONS IN ONE DAY

All examinations must take place on the day scheduled in the timetable. Students who have three examinations on the one day will be allowed to have an additional ten minutes per hour extra time for the final examination on that day. Students are also entitled to a Derived Examination Score (DES) for the third examination of the day.

UNIT 1/2 EXAMINATIONS

- Wednesday, 31 May - Thursday, 8 June
- Thursday, 9 November - Thursday, 16 November

YEAR 11 LEAVE PRIOR TO UNIT 3 OR 4 EXAMINATIONS

Year 11 students studying a Unit 3/4 subject may take leave on the day of their examination and up to one day immediately prior to their VCAA examination. Students must notify their Unit 1/2 teachers of their intended absence and arrange to complete missed work.

Dictionaries

Dictionaries must not contain any highlighting, annotation or tabs. Electronic dictionaries are not permitted in any examination. An English and/or bi-lingual printed dictionary (but not a thesaurus) may be used by students in the English/ EAL examination, and in the GAT.

In the written component of LOTE examinations, students may use any printed monolingual and/or bilingual dictionary in one or two separate volumes. Dictionaries may be consulted during reading time and throughout the examination. Dictionaries are not permitted in the oral component of any LOTE examination.

Dictionaries are not allowed to be used in any other examination. Supervisors have the right to check any student's dictionary taken into the examination room/ centre.

SPECIAL PROVISION

Forms of Special Provision

There are four forms of Special Provision for the VCE:

- Student Programs
- Special Examination Arrangements
- Derived Examination Score

Specific eligibility requirements apply for each form of special provision.

For student programs and school-based assessment, the School is responsible for determining eligibility and the nature of the provisions granted. Applications should be made to the wellbeing leader.

For Special Examination Arrangements and Derived Examination Scores, applications should be made to Ms Jo Thompson VCE coordinator.

Circumstances are covered by special provision

ELIGIBILITY FOR SPECIAL PROVISION IN STUDENT PROGRAMS AND SCHOOL- BASED ASSESSMENT

A student is eligible for special provision if, at any time while studying for the VCE, the student is adversely affected in a significant way by:

- Illness (physical or psychological)
- Any factors relating to personal environment
- Other serious causes
- An impairment or disability, including learning disabilities

The circumstances affecting the student do not include matters or situations of the student's own choosing, for example involvement in social or sporting activities or School events. Students must be able to complete all work related to satisfactory completion of the outcomes of the unit. Students absent from school for prolonged periods must be able to comply with the School's authentication procedures to demonstrate that they have completed the work and that the work is their own.

Students who are eligible for special provision are not exempt from meeting the requirements for satisfactory completion of the VCE, or from being assessed against

the outcomes for a study. The underlying principle of special provision is to ensure that the most appropriate, fair and reasonable arrangements and options are available for students to demonstrate their capabilities where their learning and assessment programs are affected by illness, impairment or personal circumstances.

The guiding principles which must be satisfied in all the forms of special provision are:

- The provision should provide equivalent, alternative arrangements for students
- The provision should not confer an advantage to any student over other students

SPECIAL EXAMINATION ARRANGEMENTS

Students are eligible for Special Examination Arrangements if it can be demonstrated that their capacity to access the examination is hindered due to:

- Severe health issues
- Significant physical disability
- Hearing impairment
- Vision impairment
- Learning disability
- Severe language disorder

DERIVED EXAMINATION SCORE

Students who feel they may be eligible for a Derived Examination Score must apply to the VCE coordinator for an application and advice.

The DES is intended for students who are severely ill or severely affected by other personal circumstances at the time of an examination and whose examination is unlikely to be a fair or accurate indication of their learning achievement in the study. The DES is calculated by VCAA and may be used as a student's examination result where the student's application is approved by VCAA.

For Special Examination Arrangements and Derived Examination Score applications, the VCAA is responsible for determining eligibility and for granting approval.

STUDENT DECLARATION AND AUTHENTICATION

Before undertaking any VCE studies, all students must sign an agreement to abide by the VCAA regulations. This document is distributed during Mentor Group time and covers the following:

VCAA Privacy Notice for Students

The Victorian Curriculum and Assessment Authority (VCAA) is a statutory authority established under the Victorian Curriculum and Assessment Authority Act 2000. The VCAA has responsibilities relating to both curriculum and assessment across year levels Prep to 12 for all Victorian school students. The VCAA is committed to protecting student information and all personal information collected is handled in accordance with the Information Privacy Act 2000.

Collection of Student Data

In order to perform its functions, the VCAA collects the personal details of all students undertaking one or more VCE units of study, including performance data related to the VCE assessment program. All information is collected directly from students by the School. Where additional information is required, such as in the case of applications for special provision, this is also collected from individual students.

All student data is submitted to the VCAA via the Victorian Assessment Software System (VASS).

Use of Student Data

The student data collected by the VCAA, including personal details, unit results, Graded Assessments, VET certificate results and data, together with study scores and GAT scores, is used by the VCAA to provide individual students' final VCE and GAT results. The assessment data which is provided to the student directly is also provided to the assessing school.

The purpose of disclosing the student VCE and GAT assessment data to the schools is to enable schools to analyse the effectiveness of their assessment programs.

In this way, the VCAA ensures quality assurance of the VCE assessment program across the State of Victoria.

Personal details of all VCE are forwarded to the Victorian Tertiary Admissions Centre (VTAC) for inclusion in CourseLink, a password-protected interactive, web-based program, which enables individual students to access career and course options tailored to take into account their place of residence, interests, existing studies and future plans.

The VCAA also forwards an individual student's personal information, VCE and GAT results, and, if applicable, data for Consideration of Disadvantage, to VTAC for the calculation of the ATAR and, if necessary, for the submission of student applications for tertiary course selection.

Disclosure

The VCAA will not provide identifiable student data to any other person or organisation without the consent of the individual student, unless required by law or other regulation to do so.

Notification, Access and Security

Students will be notified of what information has been collected from them and the level of disclosure to which they have consented via a Student Full Details Report, which will be available from the School following lodgement of VCE Student Personal Details forms at the time of enrolment.

Student information collected by the VCAA is stored on its VCE database and access is limited to authorised staff at the VCAA and at the School.

Data collected from students and the results awarded to them are retained permanently by the VCAA. These records are held in the VCE database and backed up on microfiche. All records are held securely.



GAT – GENERAL ASSESSMENT TEST

All students undertaking Unit 3 and 4 studies are required to sit for the General Achievement Test on Thursday, 15 June. The GAT has 2 Sections, A and B. A sentence on the student's Statement of Results will indicate whether the student obtained results in the General Achievement Test or had an authorised or unauthorised absence from the GAT.

The VCE Statement of Results will indicate results for Section A (Literacy and Numeracy) and combined Section A and B component score are provided on the statement.

In addition, students' results will include a standardized score for each GAT component.

The components are:

- Writing (Section A) and written communication (Section B)
- Numeracy (Section A) and mathematics, science and technology (Section B)
- Reading (Section A) and humanities, the arts and social sciences (Section B)

The VCAA will use GAT scores in:

- Reviewing school assessments in School-Assessed Tasks
- Checking the accuracy of student scores in examinations
- The statistical moderation of School Assessed Coursework
- The calculation of Derived Examination Scores

Authentication – Rules and Instructions

The VCAA has set down the following rules which a student must observe when preparing work for assessment. These rules apply to coursework and School-Assessed Tasks.

Students must ensure that all unacknowledged work submitted for coursework and School-Assessed Tasks is genuinely their own.

Students must acknowledge all resources used: this will include text, website and source material and the name(s) and status of any person(s) who provided assistance, and the type of assistance received.

Students must not accept undue assistance from any other person in the preparation and submission of work. Undue assistance would include providing actual adjustments or improvements for a student's work or dictating/directing a student to insert particular text. Students may, however, be given advice about the nature of adjustments or improvements to their work.

Students must sign the Declaration of Authenticity for work done outside class at the time of submitting the completed task. This declaration states that all unacknowledged work is the student's own.

Students need to be aware that it is their responsibility to ensure the teacher has no difficulty in authenticating their work. They must understand that teachers cannot authenticate work about which they have doubts, until further evidence is provided.

Students must not submit the same piece of work for assessment in more than one study.

The teacher may, if appropriate, ask the student to demonstrate her understanding of the work or interview the student with 24 hours' notice. A parent or friend may attend the interview in a support role but not as an advocate. Should the School be satisfied that a student has submitted work that is not her own, or that a student is in breach of other rules relating to assessment set by the School, then the Principal may impose a penalty, including refusal to assess the work as that of the student.

Students who knowingly assist another student in a breach of rules may be penalised.

ASSESSMENT DETAILS 2023

STUDY	TITLE	ASSESSMENT	EXAM DURATION	WEIGHTING
Accounting	Unit 3 Coursework	School assessed		25%
	Unit 4 Coursework	School assessed		25%
	Written Examination	October/November	2hrs	50%
Applied Computing	Unit 3 and 4 Coursework	School Assessed		20%
	School Assessed Task	School Assessed		30%
	Written Examination	November	2hrs	50%
Art Creative Practice	Units 3 and 4 Coursework	School assessed		10%
	School Assessed Task	School-assessed		60%
	Written Examination	October/November	1½ hrs	30%
Biology	Unit 3 Coursework	School-assessed		20%
	Unit 4 Coursework	School-assessed		30%
	Written Examination	October/November	2½ hrs	50%
Business Management	Unit 3 Coursework	School-assessed		25%
	Unit 4 Coursework	School-assessed		25%
	Written Examination	October/November	2 hrs	50%
Chemistry	Unit 3 Coursework	School-assessed		16%
	Unit 4 Coursework	School-assessed		24%
	Written Examination	October/November	2½ hrs	60%
Dance	Units 3 and 4 Coursework	School assessed		25%
	Performance Examination	October	2½ - 5 mins each	50%
	Written Examination	October/November	1½ hrs	25%
Economics	Unit 3 Coursework	School-assessed		25%
	Unit 4 Coursework	School-assessed		25%
	Written Examination	October/November	3 hrs	50%
English	Unit 3 Coursework	School-assessed		25%
	Unit 4 Coursework	School-assessed		25%
	Written Examination	October	3 hrs	50%
English (EAL)	Unit 3 Coursework	School-assessed		25%
	Unit 4 Coursework	School-assessed		25%
	Written Examination	October	3 hrs	50%
Foundation Mathematics	Unit 3 Coursework	School-assessed		40%
	Unit 4 Coursework	School-assessed		20%
	Written Examination	November	2hrs	40%
General Mathematics	Unit 3 and 4 Coursework	School-assessed		34%
	Written Examination 1	October/November	1½ hrs	33%
	Written Examination 2	October/November	1½ hrs	33%
Geography	Unit 3 Coursework	School assessed		25%
	Unit 4 Coursework	School assessed		25%
	Examination	October/November	2hrs	50%

STUDY	TITLE	ASSESSMENT	EXAM DURATION	WEIGHTING
Global Politics	Unit 3 Coursework	School assessed		25%
	Unit 4 Coursework	School assessed		25%
	Written Examination	October/November	2 hrs	50%
Health and Human Development	Unit 3 Coursework	School-assessed		25%
	Unit 4 Coursework	School-assessed		25%
	Written Examination	October/November	2 hrs	50%
History Revolutions	Unit 3 Coursework	School-assessed		25%
	Unit 4 Coursework	School-assessed		25%
	Written Examination	October/November	2 hrs	50%
Legal Studies	Unit 3 Coursework	School-assessed		25%
	Unit 4 Coursework	School-assessed		25%
	Written Examination	October/November	2 hrs	50%
Literature	Unit 3 Coursework	School-assessed		25%
	Unit 4 Coursework	School-assessed		25%
	Written Examination	October/November	2 hrs	50%
Language • French • German • Chinese SL • Chinese SLA	Unit 3 Coursework	School-assessed		25%
	Unit 4 Coursework	School-assessed		25%
	Oral Examination	October	15 mins	50% in total
	Written examination	October/November	2 hrs	50% in total
Chinese FL	Unit 3 Coursework	School-assessed		25%
	Unit 4 Coursework	School-assessed		25%
	Oral Examination	October	10 mins	50% in total
	Written Examination	October/November	2 hrs	50% in total
Mathematics • Mathematical Methods • Specialist Mathematics	Unit 3 and 4 Coursework	School-assessed		34%
	Written Examination 1	October/November	1 hr	22%
	Written Examination 2	October/November	2½ hrs	44%
Media	Unit 3 and 4 Coursework	School-assessed		20%
	School Assessed Task	School-assessed		40%
	Written Examination	October/November	2 hrs	40%
Music:	Unit 3 and 4 Coursework	School-assessed		30%
	Repertoire	October		50%
	Performance	November	1½ hrs	20%
Physical Education	Unit 3 Coursework	School-assessed		25%
	Unit 4 Coursework	School-assessed		25%
	Written Examination	October/November	2 hrs	50%
Physics	Unit 3 Coursework	School-assessed		21%
	Unit 4 Coursework	School-assessed		19%
	Written Examination	October/November	2½ hrs	60%
Psychology	Unit 3 Coursework	School-assessed		20%
	Unit 4 Coursework	School-assessed		30%
	Written Examination	October/November	2½ hrs	50%
Theatre Studies	Unit 3 and 4 Coursework	School-assessed		45%
	Monologue Examination	October	no more than 9 mins	25%
	Written Examination	October/November	1½ hrs	30%
Visual Communication Design	Unit 3 and 4 Coursework	School-assessed		25%
	School Assessed Task	School-assessed		40%
	Written Examination	October/November	1½ hrs	35%

ASSESSMENT & REPORTING

Notification of Results

Satisfactory or Not Satisfactory results for each outcome will be available to students as soon as possible after the due date for submission. Where the result is Not Satisfactory, students may be required to resubmit work by a further due date.

Satisfactory or Not Satisfactory results for Units 1, 2 and 3 will be indicated by the School at the end of the semester as part of the report.

Statement of Results

Statements of Results for students enrolled in at least one VCE Unit 3 and 4 will be mailed to each student by the VCAA mid-December, 2023. These statements will contain the results, S (satisfactory completion) or N (non-satisfactory completion) for each unit attempted.

Assessment and Reporting at Unit 1 and 2 Level

Reports issued at the ends of Units 1 and 2 will show:

- S or N for unit completion as reported to VCAA
- All assessment tasks and their grades A+ to E
- Comments from subject teachers

Assessment and Reporting at Unit 3 and 4 Level

Outcomes at Unit 3 and 4 level are assessed Satisfactory (S) or Not Satisfactory (N). Other work may be internally assessed and reported by the School, as an indication of progress, using marks and/or grades.

Redeeming Outcomes: Submitting Further Evidence for Satisfactory Completion

If a student has been given an N for a unit, they will be required to attend an interview with the VCE coordinator and wellbeing leader to discuss this outcome.

Lost Work

A written statement is required of the student or teacher responsible. If the work is to be assessed, the assessment will be decided by the Principal, and will be based on evidence of progress made towards completion.

TERTIARY ENTRANCE

The Victorian Tertiary Admissions Centre (VTAC) administers a joint selection system for most courses offered by Victorian Universities and Colleges and the TAFE system. VTAC publishes the tertiary entrance requirement guides for each year. These contain the specific course requirements for each tertiary institute and should be used as a reference in planning VCE courses and applying for tertiary courses.

In Term 3, Year 12 students will receive information regarding courses and the course selection process. In September, they will make a selection of up to eight preferences (which may be altered when VCE results are known). We strongly recommend that students lodge applications for a variety of institutions. Students and their parents may discuss course selection by making an appointment with the careers counsellor or by visiting the Careers Room during lunchtime.

Year 11 students should familiarise themselves with the current VTAC Guide and plan ahead for the process of selecting tertiary courses.

Tertiary entrance is based on the achievement of a VCE, the ATAR, and in some cases on additional information about students, such as references, personal interview, and presentation of a folio. To be eligible for entry into a tertiary institution, students will need to have, as a minimum, satisfactorily completed the VCE and satisfactorily completed Units 3 and 4 of an English Study.

In mid-December 2023, students receive results from the VCAA. VCE results consist of a set of grades for each study and a normalised score out of 50 for each study. VTAC converts these results by scaling them before calculating an ATAR.

Calculating an ATAR

The student's scaled score in an English study and the best three other VCE scaled scores are called the primary four. This total and 10% of the two next best scores (comprising a maximum of 6 subjects) are used to arrive at an aggregate - a number between 0 and approximately 210. Students are then ranked in order of their aggregate and given an Australian Tertiary Admissions Rank (ATAR).

Any accredited VCE study may be included as a fifth or sixth score, while any VCAA approved higher education study may count as a fifth or sixth score.

The ATAR is a number between 0 and 99.95, with a number of students (around 20) on each rank. Tertiary selection officers use this score as part of the selection process. Tertiary entrance into specific courses may also be influenced by the following factors.

Prerequisite studies

These studies must be satisfactorily completed before students can be considered for that course. Usually, prerequisite studies must be taken at Unit 3 and 4 level, but they are sometimes required at Unit 1 and 2 level. Some courses also specify a minimum level of achievement in prerequisite studies.

Other selection factors

For some courses, selection officers may also take into account interviews, the presentation of folios, attendance at information sessions and open days, and/or a demonstrated interest in the course.

INFORMATION FOR YEAR 12 STUDENTS

Attendance Requirements

All Year 12 students are required to arrive at school by 8.30am unless Period 1 is not a timetabled class. If this is the case, then students must sign in on arrival at Reception (in time for their first timetabled lesson of the day and must be present for all SOC times, mentor groups, assemblies and required WAL sessions).

Year 12 Early Leave Arrangements

Students may leave school at the conclusion of their final period of the day, but not until after SOC. Students must sign out at Reception before leaving the School grounds.

Early leave is not permitted on occasions where there are House activities, rehearsals, or practices at lunchtime or where there are other School commitments, such as school photos, rehearsals or church services.

Lunch Leave

Year 12 students may leave the School grounds during lunchtime and their spares. However, they are not to go home and need to return for their scheduled classes.

Signing In/Out

All Year 12 students must sign in/out at Reception.

Student Driving Policy

The School has a responsibility to ensure, as far as possible, the safety of students travelling to and from Firbank Grammar. In addition to the traffic safety education program within the School, Firbank Grammar has developed a student driving policy.

Licensed student drivers must apply in writing to the Deputy Principal, Head of Senior School, for permission to drive to and from the School and to and from any off-campus activity endorsed by the School. The letter must be countersigned by a parent/guardian and must state details of the car involved (make and registration number). The Deputy Principal, Head of Senior School, will respond in writing to the request.

No other student is permitted to be a passenger in the car. If parents require siblings to be transported to and from the

School, this must be stated in a written request to the School from parents.

Students are not permitted to use their cars during the school day, including during spares or to go on lunch leave.

Students are not permitted to drive to school during valedictory week.

Details of parking are as follows:

- No student is permitted to park in the School grounds on any occasion
- Students should not park in the streets directly adjacent to the School as this is limited and preference is given to staff cars

Students are not to park on the School side of Outer Crescent between the science entry gate and Gate 1 entry gate.

Principal's Colours

Principal's Colours will be awarded to students in Year 12 who have made an outstanding contribution to the School, demonstrated through their attitude, work and participation in School life, as endorsed by the Principal.

To be eligible for consideration for this award, students must have received Colours for four of the eight categories listed below:

- Academic Excellence (Colours, in this instance, is defined as an Academic Excellence Award in Years 10, 11 or 12)
- Dance
- Debating
- Drama
- Full House Colours
- Music
- Recipient of the Silver or Gold Duke of Edinburgh's Award (Equivalent to 'Colours')
- Sport

Students who wish to apply for the Award should collect an application form from the Senior School Office and apply in writing to the Deputy Principal, Head of Senior School, outlining their commitment, participation and contribution to Firbank life.



CLUBS

Art Club

Art Club is held in the Louis Williams Hall building. Art Club is an opportunity for students of all year levels, Years 7-12, to engage in the visual arts. Art Club is held fortnightly and students will be informed by the Visual Arts Captain regarding what day and where the session will be scheduled, because sometimes the venue will change. Various art-based projects are organised by our Visual Arts Captain, such as still life drawing, watercolour and craft activities with the primary focus of having fun and providing an opportunity for students to mix with others who share their interest in visual arts.

Book Club

Book Club is open to students in Years 11 and 12 with the club members determining which books will be read. This program also features the opportunity to meet with Brighton Grammar School's Year 11 and 12 Book Club. Meetings are held each term either at Firbank or Brighton Grammar, where a set novel is discussed.

Chess Club

Chess Club meets once a week and is open to all year levels in the Senior School. Students participate in external tournaments as well as joint activities with Brighton Grammar School. A qualified teacher from 'Chess Kids' attends each session to help the students to develop their skills and organise the weekly tournaments.

Writers' Club

For students who take an interest in writing, we offer regular meetings and an online portal to allow them to expand and explore their love of the written word while being challenged, inspired, encouraged and guided.

Chapel Group

As an Anglican school, Firbank expects to encounter the living God in the interaction of faith with culture and daily life. We promote the idea that faith exploration and maintaining good spiritual health is something worthy of personal consideration, study and conversation. Individual faith is developed in constant conversation with those of other faiths, or no faith at all. The opportunity to explore matters of faith is offered to our school community - to students, families and to staff. To that end, the Chapel Group seeks to help people encounter the living God in daily life, to develop meaningful ways to learn about the symbols and the scriptures and how they relate to school life. The Chapel Group is a place to live out our School values and use our gifts and talents to explore and help others discover the religious and spiritual side of life.

Dance Troupe

Dance Troupe is for trained and experienced dancers who will be challenged and invited to further their technique across various styles of dance. It is an auditioned group who represent Firbank in dance competitions held throughout the year. Students from Years 7-11, who love to dance, can audition.

Debating Club

At Firbank, we challenge our girls to find their voice and form opinions in any arena. Debating gives students the opportunity to learn about current media issues and rewards academic skills such as critical thinking, sound argument and

confident speaking. Years 7 and 8 students can join the Junior Debating Team and students from Years 9 to 12 can join the Senior Debating team and compete regularly. This state-wide competition facilitated by the Debating Association of Victoria involves 250 schools, making it the largest debating competition in the world.

Drama Club

Drama Club is for Years 7-9 students who enjoy creativity, imagination, acting, writing and performing. The Club meets at lunchtime on Fridays in the Louis Williams Hall. Senior students and the Year 12 Drama Captains are involved in leading this club where the students share their passion for creativity and performance through games, discussion and skill building. A safe, relaxing way to connect with new friends across year levels.

Improv Club

This club is for students to have fun and share in creative collaboration and performance opportunities. The Club meets every second Tuesday morning from 7.30-8.15 a.m. and is open to students from Years 7-12 from Firkbank Grammar School and Brighton Grammar School. Laughs and spontaneous acts of randomness guaranteed. Run by the Drama Captains and senior students from both schools.

Pride Group

The Pride Group! (Promoting Respect, Inclusivity and Diversity Everywhere!) is a fun and informative group of people who care about everyone, no matter who you are. We strive for equality and to give everyone a platform so their voice can be heard. We support the LGBTQIA+ community and their allies. Everyone is welcome to share their stories, show support and educate people on issues related to this community. We stand for acceptance, diversity and equality. PRIDE! has an open-door policy for our weekly meetings which occur on Thursdays - we welcome any member of the School community at any meeting they wish to attend.

Tech Club

Tech Club is for students who have an interest, or would like to develop more of an interest, in different types of technology that is not explored in the classroom. Students attending have the opportunity to experiment with different software and hardware, such as Grok Learning, Game Maker Studio, Lego EV3 kits, Ada Fruit swable LEDs and more.



CO-CURRICULAR

Girls' Sport Victoria (GSV)

GSV Sport is available to all students in Years 7-12.

Term 1

- Indoor Cricket
- Softball
- Tennis
- Swimming
- Diving
- Triathlon

Term 2

- Cross Country
- Netball
- Hockey
- Australian Football

Term 3

- Athletics
- Soccer
- Badminton
- Volleyball
- Basketball (Senior only)

Term 4

- Basketball
- Cricket

Other sports we are involved in that are not GSV are:

- Sailing
- Gymnastics
- Equestrian
- Snowsports
- Rowing

GSV

An integral part of being a member of a GSV sporting team is to attend training.

The GSV teams train/play according to the following schedule:

- Juniors (Years 7-8)
Training: Monday mornings
Games: Thursday afternoons
- Intermediates (Years 9-10)
Training: Tuesday mornings
Games: Wednesday afternoons
- Seniors (Year 11-12)
Training: Friday morning
Games: Monday afternoon
- Swimming GSV team
Training: Tuesday afternoon and Thursday mornings during Term 1
- Diving GSV team
Training: Selected lunch time during Term
- Athletics GSV team
Training: Selected sessions during Term 2/3
-



GENERAL INFORMATION

Assembly

Every Friday students will participate in a general assembly in the CCA.

Anaphylaxis

We have a number of students in the School community with anaphylaxis to various allergens. Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life-threatening. Common allergens can be found in food products (nuts, dairy, fish and shellfish, wheat, soy, various fruits), latex and insect venom. Firbank Grammar School cannot reasonably ensure that the School is an allergen-free environment, and we educate our students and the School community accordingly.

We manage the risk of anaphylaxis as so:

- We respectfully request that students and parents are mindful of anaphylaxis when sending food to school.
- We do not provide/sell any nuts or nut products at the canteen, or for special events.
- We ensure any food served at Firbank has appropriate signage and communication to the School community.
- We train all staff on first aid and anaphylaxis, as well as the use of auto-injector devices annually.
- We have auto injector devices for general use around the School, and in first aid kits for off-site activities.
- Individuals with anaphylaxis are required to carry their own device at all times.
- Our Health Centre and other relevant staff work with families to develop Individual Anaphylaxis Management Plans annually, and for any camps.

Please ensure any relevant medical information about your child is entered into Consent2Go.

For further information, please refer to our school Anaphylaxis Management Policy on our website or contact our Health Centre.

App

Please ensure you download the Firbank App. Search for Firbank Grammar School on the Apple App Store or Google Play to download the Firbank Grammar School App.

The App is an aggregate communications tool that is designed to connect at a whole-school level, campus level and, where appropriate, year level. The App does not alter your 1:1 or class-level communication.

Through the App, you will receive letters, latest updates, alerts and the weekly School newsletter. The School calendar is on the App and this can be synched directly with your calendar/iCal.

Senior School clubs, sporting activities, dance, drama and music are all on the App. To ensure the continued safety of our students, our App requires you to use your OneLogin School sign in to access any data. This is the same login that you use as a parent to access the Firbank Parent Portal.

Most importantly, please ensure you visit firbank.vic.edu.au for instructions on how to manage your subscriptions. We recommend that you select only the information that is relevant to you. You can change your subscriptions at any time.

Please note that you will need to sign in and manage subscription preferences on each device if you download the App to more than one device such as an iPad and iPhone. Subscription preferences need to be set up on each device initially when you first download the App.

Asthma

We have a number of students at Firbank Grammar School with asthma. All our staff at Firbank Grammar School are trained in first aid. If a student has asthma, details of their condition must be provided by parents in Consent2Go. For further information about asthma, please refer to the Asthma Policy on our School website.

Attendance

Students are required to attend all timetabled classes, official activities and School functions. Compulsory School events are listed in the key dates section. Students are to be at Firbank no later than 8.30 am each day, as students are expected to be in their Period 1 classroom by 8.30 am where attendance is recorded.

Attendance is also recorded at the start of every class. If a student is going to be absent or late, please notify the School ASAP. This can be done by:

- Calling the absentee line on 9591 5198 (the absentee line is a 24-hour voicemail message, so it may be called at any time)
- Calling Senior School Reception on 9591 5188
- Emailing **absentees@firbank.vic.edu.au**
- Via the Firbank App

Please call or email before 10.00 a.m. if your child will be absent or late for the day. Unexplained absences will be followed up by the School Reception with parents/ guardians.

If a student is absent for two or more consecutive days, please contact their wellbeing leader.

If extended leave is required, please discuss this with your child's wellbeing leader. Written permission for extended leave is required from the Deputy Principal and Head of Senior School, Mrs Leandra Turner.

Boarding and International students

At Firbank Grammar School, we are proud of our long history of providing boarding facilities for students. Our Boarding House is used by students whose families live in rural areas, interstate or overseas. Our International Student community resides in the Boarding House. Our International Student community comes from many countries around the world, providing a richness and diversity to our student cohort, and are a much-valued aspect of life at Firbank. For further information about Boarding or International Students, please refer to the School website for further information.

Cafeteria

At Firbank Grammar School, we have a cafeteria on site that is run by Avoca Catering. Students can pre-order and pay for food via the Flexischool App, or directly with cash or card.

Calendar

Important events can be found on the School website or the Firbank App.

Consent2Go (C2G)

Consent2Go is a system that is used by the School to:

- Provide a portal for parents/guardians to give and update contact and medical information about their child.
- Provides teachers with a system to plan and manage risks involved with excursions and incursions.
- Provides a way for parents to easily give/ decline permission for students to attend events throughout the year.

Parents will receive a welcome email from Firbank Grammar upon enrolment, which will request that parents/guardians provide current health information, emergency contacts, medical information - including asthma and allergies - and notes/care instructions that relate to the student. Should you have any questions about this, please contact the Senior School Reception.

Students cannot go on an excursion or camp unless C2G has been completed and permission has been given by a parent/guardian.

Certificate of Achievement

At Firbank, we value achievement. We are proud that we provide a well-balanced education for our students. The success of a Firbank education is measured by more than a strong ATAR score at the completion of Year 12.

While we celebrate the outstanding academic achievements of our graduating students, it is important to recognise that Firbank provides extensive opportunities to participate in a diverse co-curricular program, take on leadership roles and become involved in community service programs. We know that students benefit from being involved.

The Firbank Grammar Certificate of Achievement will recognise and reward a student's involvement and achievement in the Senior School. The certificate will be awarded to students at the completion of Year 12.

There are a number of reasons for the introduction of the Firbank Grammar Certificate of Achievement.

It is becoming increasingly the case that universities and employers are requiring transcripts, which document the scope of a student's involvement and achievement during their secondary school years. As they are looking for a well-rounded student, institutions overseas give extra credit to students for their participation and leadership in co-curricular activities. Our graduates will be able to use this certificate as a reference in these situations.

The certificate will provide accurate information about the Firbank experience for each student. The holistic educational experience of each student will be documented and participation in the School's academic and co-curricular programs will be recognised and rewarded.

The certificate will reinforce the fact that we value a student's involvement in a range of activities beyond the classroom. We recognise that this involvement is important for the development of a student.

Students will earn their certificate through the accumulation of credits, which will be awarded for both academic and co-curricular participation and achievement. The certificate has four levels of achievement: Bronze, Silver, Gold and Platinum.

Cumulative reporting of a student's progress and level of involvement will be provided at the end of each semester as part of the end-of-semester report.

Specific information about the points allocated to various activities is available on the portal.

Child Protection

Firbank Grammar School takes the safety and wellbeing of our students very seriously.

Please refer to our School website for our policies on:

- Child Protection and Safety
- Child Safety Code of Conduct
- Mandatory Reporting
- Working with Children

Complaints

The first instance of a concern or complaint should be made directly to the School.

The complainant should telephone, visit, write to or email:

- The student's teacher or mentor about learning issues and incidents that happen in their class or group
- The year level wellbeing leader if students from several classes are involved
- The year level wellbeing leader or Deputy Head of Senior School about issues relating to staff members or complex student issues
- The Deputy Principal, Head of Senior School about issues relating to School policy, School management, staff members or very complex student issues

If a complainant is unsure who to contact in the first instance, contact the Deputy Head of Senior School.

For further information, please refer to our complaints resolution policy on the School website.

Curriculum

Separate Curriculum Overviews are available for each year level. Copies of these are available on our School website. Please enquire with Senior School Reception to obtain a hard copy.

Excursions and incursions

Firbank Grammar School is proud of the range of experiences we provide for our students throughout the year. Students will participate in various incursions and excursions, and these are organised either by individual faculties or by the wellbeing leader for the entire year level. Details are communicated via email from the School, through the use of Consent2Go.

Fees

Fees are typically charged in four separate instalments throughout the year. For further information, please refer to our School website.

Firefly and Teams

The main form of student communication is the Firefly App, which is our Learning Management System. Here, students will find their timetable and resources for classes. Teachers may send students messages about classwork and assignments by mail on Firefly. Students may want to submit work via Firefly.

GSV

Firbank is a member of Girls Sport Victoria (GSV) which comprises the 24 girls' schools in Melbourne that have weekly competitions in 12 sports rotating through the year. In addition, there are inter-school carnivals in athletics, swimming, diving and cross-country.

INTER-HOUSE SWIMMING CARNIVAL

The Inter-House Swimming Carnival is held at the Melbourne Sports and Aquatic Centre (MSAC). Parents are welcome to attend this event, which is compulsory for all students. Each House chooses a dress-up theme for the day and dresses accordingly. The students will travel to and from MSAC in buses. Start and finish times for the day will be as usual.

INTER-HOUSE DIVING CARNIVAL

This event is held during the day at the Firbank pool. Event times vary according to year level, so please check these with your daughters. Parents are welcome.

INTER-HOUSE ATHLETICS CARNIVAL

The Inter-House Athletics Carnival is held at the Sandringham Athletics Track. Parents are welcome to attend this event, which is compulsory for all students. Each House chooses a dress-up theme for the day and dresses accordingly. Start and finish times for the day will be as usual.

INTER-HOUSE CROSS COUNTRY CARNIVAL

The Inter-House Cross Country Carnival is held at Firbank. Students run a 2km course in and around Turner House and run in year levels at staggered times so there are not too many students on the course at once.

Health Centre – for general health and first aid

The Health Centre is located at:

The Centre for Creative Arts (CCA)

Phone: 9591 5134

Email: healthcentre@firbank.vic.edu.au

Opening hours: 8.30 am–3.30 pm from
Monday to Friday

If students are unwell or require first aid during class time, they should ask for permission from the teacher to go to the Health Centre. Their attendance will be recorded. The school nurse or Health Centre Manager (HCM) will assess the student and, if they need to go home, they will ring parents or an emergency contact. If the student needs to go home, the school nurse or HCM will complete the necessary paperwork for them to leave.

Students may not go home without permission from either the Health Centre, Deputy Head of Senior School or Head of Senior School.

If students are unwell or require first aid at recess or lunchtime, they should visit the Health Centre (HC).

Immunisation Program

Firbank Grammar School supports general health in the community by providing an optional Immunisation Program to all Year 7 and Year 10 students, in conjunction with Bayside City Council.

The Health Centre coordinates with the Bayside Council to provide students with access to the DHHS Immunisation Program.

From 2019, the diphtheria-tetanus-pertussis (DTP) vaccine and the human papillomavirus (HPV) vaccine will be offered to Year 7 students. Meningococcal ACWY vaccine will be offered to students in Year 10. Information about the program and consent forms are communicated via email through Consent2Go.

Library/Info Hub

The Library/Info Hub provides both print and online resources and actively supports students' learning. It is open from 8.00 a.m. to 6.00 pm. during the week and closes at 4.00 pm. on Fridays.

Information Technology

Hardware – Students are required to bring their own device for use at School.

Software – Students must connect their device to the Firbank Mobile Device Management Program. Firbank Grammar uses Microsoft Intune to help manage devices and to ensure that personal devices adhere to School security policies without accessing your personal files. This software includes a School application portal and allows Firbank to deploy required configuration for wireless connectivity as well as applications, such as Microsoft Office 365 and a full enterprise version of Sophos Endpoint Security for free.

Conduct – Students are required to comply with the following policies, which can be found on our website:

- Information and Communication Technology Policy
- Bullying Prevention and Intervention Policy
- Cyber Safety Policy
- Social Media Policy

International Women's Day Breakfast

This event, coordinated by the Student Representative Council, will be held in March. All parents are encouraged to attend and support this celebration.

IT Support

Staff in the IT office will be able to support students if they have any trouble logging in to the School network or with an iPad/laptop. The IT Office is located upstairs in the Library/Info Hub.

Lockers

Each student will be allocated a personal locker. It is the responsibility of each student to purchase a strong combination lock.

Lost property

All uniforms, books, stationery and personal items are required to be named. When named items are found, staff will contact that student directly to arrange for items to be collected. Lost items will either be kept at Reception or in the PESC for collection.

Mentor group

This is the group of students that will be together throughout SOC time and Wellbeing Sessions. Mentor Group will be guided and supported by a teacher mentor.

Mental health

Firbank Grammar offers confidential counselling services from a registered psychologist and counsellors to Senior School students who are considered able to understand and provide informed consent.

Information discussed during counselling remains confidential, except when the psychologist or counsellor has a legal obligation to protect the safety of students.

Referrals are received and processed by the counselling staff via counselling@firbank.vic.edu.au. Referrals can be received from:

WELLBEING LEADERS

An internal referral can be filled in and sent to the Counselling Services

STUDENTS

Self-referrals can be made by contacting

- Counselling Team via **counselling@firbank.vic.edu.au**
- Psychologist: Ms Sara Groves - **sgroves@firbank.vic.edu.au**
- Counsellors:
Ms Sally Gorton - **sgorton@firbank.vic.edu.au**
and Ms Jodi Fox - **jfox@firbank.vic.edu.au**
or presenting to the Counselling Offices

PARENTS/GUARDIANS

Families can refer by contacting the wellbeing leaders

EXTERNAL PROVIDERS

Other health care professionals may refer by contacting the wellbeing leaders or school psychologist/counsellors

A school psychologist/counsellor aims to help a young person get the best out of life at school by supporting students to achieve:

- Academic success
- Psychological health and wellbeing
- Social and emotional wellbeing

Mobile phones

PURPOSE

Mobile phones are a useful communication tool. They offer access to information and can also be a valuable learning device. These guidelines intend to provide information for the use of mobile phones at Firbank Grammar Senior School by our students. The aim of the student guidelines is to promote classroom engagement, positive learning outcomes and encourage students to develop self-regulation.

STUDENT GUIDELINES

Students are permitted to carry, at their own risk, a mobile phone to school.

The use of mobile phones to film or photograph people and their activities without their knowledge and/or permission is an invasion of privacy and is strictly forbidden.

For students in Years 7-10: during the day, mobile phones are to be switched off and secured in student lockers.

For students in Years 11 and 12: during class time, mobile phones are to be switched off and secured in student lockers. Students can use mobile phones during recess and lunch breaks.

MOBILE PHONES AND THE CLASSROOM

There may be occasions where mobile phones will be required in the classroom for educational purposes. This can be coordinated according to the classroom teacher's requirements.

As a general rule, however, the use of mobile phones during class time can limit engagement and disrupt learning. If a student is found to have brought their mobile phone to class, then:

On the first occasion, students will be reminded that this is a disruption to the learning environment and will be asked to place their mobile on the classroom teacher's desk until the end of the lesson.

If there are subsequent occasions:

Students will again be reminded that this disrupts the learning environment and the classroom teacher will record this on the Synergetic attendance list. Wellbeing leaders will be notified and this information will be recorded.

If this behaviour persists:

Students will be asked to meet with their wellbeing leader to discuss how the School can help them in their responsible choices to support teaching and learning in the classroom. Wellbeing leaders will work with parents to support students.

Parents association

The Senior School Parents Association (SSPA) meets regularly and works closely with the School to promote a sense of community among parents and provide funds for specific projects. Class representatives at each level organise informal functions for parents. Any parent volunteering at the School is required to have a valid Working with Children Check. To get involved, please contact: sspa@firbank.vic.edu.au

Privacy

Firbank Grammar School respects all individual rights to privacy and is committed to protecting the privacy of our students, staff and other members of our school community. Firbank Grammar School adheres to the National Privacy Principles established by the Privacy Act 1988 (Cth). All members of the School community are required to comply with the School's Privacy Policy, which can be found on the School website.

Rowing

Rowing is offered as a sport to girls in Years 8-12. Girls train multiple times a week on both the Yarra River and in the School gym.

The season starts in Term 3 with competitions in Terms 4 and 1. The season culminates with the Head of the School Girls' Regatta held in Geelong at the end of Term 1.

Scholarships

Information about scholarships can be found on the School website.

School Email

Teachers will often contact students by email, so we encourage students to check it regularly.

School Photo day

Immaculate School uniform on this day is essential. Parents will receive a separate notice about payment details.

Sister Group

This is a vertical group within the House system of Years 7- 12 students/sisters. The aim is to provide an opportunity to form meaningful relationships across year levels. The sessions are led by Year 11 and 12 students. Sister Group meets every second Thursday at 2.05 pm.

Student Leadership

At Firbank, we view leadership in a broad context as leadership of self is a vital part of a student's development.

A number of groups offer leadership opportunities for students at any year level. Applications and interviews for leadership positions in the following groups, which are comprised of students from Years 7-12, take place in Term 3.

The roles will be effective from Term 4, 2022 to the end of Term 3, 2023.

- Environmental Action Group
- Social Justice League
- Student Representative Council
- Student Wellbeing Group

Student Services and Individual Learning

The Student Services Department oversees the Psychoeducational Assessments and support for students who may be struggling with their learning. Assessments are conducted for students to be supported in English Language Studies (ELS) classes and for Mathematics Essentials, a targeted, evidence-based program. Students are referred for assessment by parents, teachers and wellbeing leaders who are concerned with the difficulties that students may have with their learning. The Director of Student Services, Mrs Jennifer Vincent-Green (jvincentgreen@firbank.vic.edu.au) is the educational psychologist in charge of the psychological assessments and is supported by the Coordinator of Learning Strategies. The Department also manages the NCCD process each year.

Sunsmart

Firbank Grammar School is a Sunsmart school. UV levels are monitored and communicated in our daily bulletin. When UV levels are expected above 3, sun protection measures are put in place, for both classes held outside and during lunch and recess breaks. Students are to wear hats during sport classes and apply sunscreen as provided by the School. For further information, please refer to our Sun Protection Policy on our website.

Supervision

Students in the Senior School are supervised at all times during class, and by yard duty staff during recess and lunch breaks. Students are expected to remain within the permitted areas to ensure appropriate supervision can be ensured. Please refer to our School Map for out-of-bounds areas. Students are also supervised at all times during compulsory School events. Should supervision not be provided for an optional event, parents will be communicated with about this to ensure appropriate supervision arrangements can be made independently from the School.

At Firbank Grammar School, we seek to support and encourage the independence and develop the maturity of our Senior School students. It is expected that students, along with parents/guardians, will make appropriate arrangements for their children to get to and from School, and to and from extracurricular activities unless otherwise provided and advised by the School.

Textbooks

Information about textbooks can be found on the School website. Textbooks can be ordered online. If students arrive during the course of the year, the wellbeing leader can help determine which books are required for the remainder of the year.

Timetable

Students will receive a timetable on the first day at School. Timetables can also be found on Firefly. This will have a list of the subjects being studied, the classrooms and the code of the teacher who will be taking the class. The timetable is a 10-day timetable which goes over two weeks.

Uniform

Firbank Grammar School is very proud of our uniform, and students wearing it correctly demonstrates their pride and respect for our School. Our uniform shop is the Dobsons Uniform Shop at 350 Centre Road, Bentleigh, VIC 3204. Summer uniform is normally worn during Terms 1 and 4 and Winter uniform is normally worn during Terms 2 and 3. However students may decide which uniform is appropriate for them to wear at any time - but must follow instructions for formal occasions.

Uniform must be clean, neat and in good repair. The length of the skirt or dress must be such that it should rest just above the knees. School trousers should be worn full length. School socks must be worn.

Blazers must be worn when travelling to and from School except when it is sufficiently hot to wear the summer uniform only.

PE uniform can be worn to and from School on days when students have PE classes first or last periods or when they are attending pre-school or after-school training sessions. Items of the PE uniform and the School uniform must not be worn together.

During Terms 1 and 4, the Firbank sports cap/hat is mandatory for PE classes and after school sport.

The School scarf may be worn with Winter uniform.

For further guidelines on how to wear the uniform, please refer to the student diary, or call Dobsons or the ParentHelpDesk for assistance.

Wednesday Afternoon Learning/Asynchronous Learning (WAL)

Wednesday Afternoon Learning/Asynchronous Learning is an independent learning experience that encourages and teaches students to develop skills that lead to them being self-directed learners who can self-regulate and self-motivate. Students in Years 7-9 have 1.5 hours of supervised study each week. In week one, Years 10-12 have self-directed study (either on or off-campus) and in week two, Years 11 and 12 have a full asynchronous learning day (either on or off-campus).

Wellbeing

Wellbeing is at the heart of everything we do. We see wellbeing as the state in which our students can achieve their goals, have skills to work through challenges, live and learn productively and contribute to their community. We are committed to providing a safe and secure environment in which students are able to learn and grow. At Firbank, we strive to know, value and care for our students through our mentor program, our wellbeing leaders, our social and emotional curriculum and through acknowledging that every teacher is a teacher of wellbeing.

For further information on our wellbeing program, please refer to:

- Our website
- The student diary
- Your daughter's mentor group teacher
- The year level wellbeing leader
- The Deputy Head of Senior School





FIRBANK
GRAMMAR

51 Outer Crescent, Brighton Vic 3186 ELC - Year 12 Girls Campus
45 Royal Avenue, Sandringham Vic 3191 ELC - Year 6 Co-educational Campus
firbank.vic.edu.au