

6 February 2019



St Peter's College
ADELAIDE, AUSTRALIA

Dear Year 12 Parents,

2018 ACADEMIC ASSESSMENT AND FEEDBACK OPPORTUNITIES

Welcome to the 2019 academic year, an important time for both you and your son. This letter contains information regarding the upcoming academic year, including key dates, events and opportunities for feedback on your son's progress. I am confident that the various mechanisms outlined below will assist you in building a robust picture of your son's learning journey. Of course, Year 12 is a little different to the previous years, so I would encourage you to take time to read through this information carefully, and make a note of dates for your family calendar.

1. Year 12 Information Evening and Cocktail Function

I warmly invite you and your son to a Year 12 evening on **Monday, 18 February at 6:00pm** in Memorial Hall. The purpose of the evening is to provide information on courses, cover some operational matters, and highlight the importance of wellbeing for the boys this year. Immediately following the information event, a cocktail function will be held in Big Quad.

In addition to hearing information about university entrance processes, there will be a number of short addresses, including from our School Psychologists, Mike Oliver and Kirsty Jackman. The IB and SACE families will then separate for further course-specific information and a chance to ask any questions about the respective programs.

We will conclude the evening at 8:30pm. Neat casual attire is appropriate for the students. I look forward to welcoming you and, together, embarking upon this very important journey with you.

2. Parent-Teacher-Student Interviews

During face-to-face interviews you and your son are able to meet with his teachers. These interviews are a valuable opportunity to gain feedback on your son's academic progress, to ask questions and speak with the teacher about what may be ahead in the course.

Bookings for the interviews are made by parents via Keystone. You will receive notification when bookings are open, usually approximately two weeks before the interviews. The email will also contain all the required booking information. Parents are asked to bring a printed copy of their interview times with them on the evening.

Student Attendance at Interviews

Students are requested to attend with their parents, where possible. In order to ease student workload, teachers will be asked to set only light homework on the evening, to maximise the likelihood that students can attend. I would ask that students plan ahead on major assignments to allow for time to attend these important evenings. Neat casual attire is appropriate for the evening.

Interview Subjects Available

All of your son's subjects are available to book for interview. Please note that for the IB this *excludes* CAS and the Extended Essay. Please feel free to contact your son's teachers in these subjects, or Mr Paul Hadfield (IB Coordinator) if you have any concerns.

Details

Year 12 boys and their parents have two scheduled interview dates. Details of the evenings are below.

Wednesday, 10 April (Term 1, Week 11) 4:00pm – 7.00pm

Monday, 12 August (Term 3, Week 4) 4:00pm – 7.00pm

Location: Pentreath Building – enter via the Hatswell Street carpark or the Main Oval

Length: 7 minutes per subject

3. School Reports

You will receive three School reports this year which are quite different in timing to Years 7-11. These reports will, as usual, be available in PDF format for you to download from **Keystone**, in the *Academic Footprint* portal. You will receive an email notification from Mrs Deck when the reports are available.

Term 1: An interim report at the end of Term 1 will provide an overall coursework grade in each subject (where applicable), plus a rating on three learning behaviours – Engagement, Accountability and Cooperation. A reminder of these behaviours is below;

ENGAGEMENT: To what extent is the student engaged in his own learning?

ACCOUNTABILITY: To what extent does the student make himself accountable in the learning process?

COOPERATION: To what extent does the student behave cooperatively and productively in the learning environment?

Term 2: In the middle of Term 2 (approximately Week 5) a more comprehensive report will contain grades and a comment from your son's subject teachers, as well as a Mentor and/or a Head of House comment.

Term 3: Early in Term 3 (approximately Week 3) a report will contain Trial Examination and course grades, a comment from your son's subject teachers, as well as a Mentor comment. This will be the final school report for your son.

4. Academic Footprint

As many of you will already be aware, *Academic Footprint* provides weekly targeted updates on student progress during each school term. It reports results (usually via a grade) on significant assessment items completed in each subject. The significant assessment items are not a global assessment grade, nor are they a record of *all* assessment completed. They are, quite simply, a way

for you to access results for significant tasks or tests. Questions you may have about the entries can be directed to the classroom teacher.

Difficulties accessing *Academic Footprint* should be directed to:

Keystone Helpdesk (helpdesk@stpeters.sa.edu.au).

5. **Trial Examinations**

To maximise student preparation for final examinations, St Peter's College runs a full Trial Examination schedule. These examinations will occur in the **third week of the July holidays** and into the first week of Term 3. The dates are on the School Calendar and are printed below. It is expected that all boys will be in attendance for their examinations. In most, but not *all* subjects, these examinations do not form part of the students' final results; however, the Trials are still crucial for a range of other reasons;

- They allow students to assess their progress relative to final criteria in their subjects, and then formulate a plan for the remaining term of study.
- As many subjects plan to complete a large portion of the coursework in time for these examinations, they allow students to consolidate their learning before the final revision period.
- Establishing sustainable and effective revision strategies is crucial for success in Year 12. These examinations enable students to refine their practices before the final examinations.

Trial Dates:

IB – Tuesday, 16 July – Friday, 26 July

SACE – Tuesday, 16 July – Tuesday, 23 July

6. **SACE Students Only: Special Provisions Information**

Stage 2 students are able to apply to the School or to the SACE Board to be considered for a range of what is termed "Special Provisions". These are provisions for students who may be disadvantaged in their study as a result of a diagnosed learning difficulty, psychological illness or physical disability. The School can help students begin the process of applying for these provisions, either for School Assessment undertaken during the year or External Assessment (including written examinations) undertaken later in the year. Students must initiate the process, and seek support from their teacher, the SACE Coordinator and their parents in order to complete an application. For pre-existing circumstances the process will be finalised during Term 1 and any applicant who has been successful will then have the approved provision in place for the remainder of the year, including the Trial Examinations in July.

What to do now?

- Look at the following website:
<https://keystone.stpeters.sa.edu.au/wikis/JTXSR9/Pages/Special%20Provisions.aspx>;
- Read the document there called *SP – Information for Parents – SACE Board*. If you feel that your son may be eligible to apply please come to The Learning and Teaching Centre and speak with Trudi Duggin the SACE Coordinator, or with Carmen Bester, the Coordinator of Students with Diverse Learning Needs. We can issue you with the appropriate paperwork for your provisions application.
- Completed application forms should then be returned to Trudi Duggin, **no later than Friday, 22 February (Week 4)**, so that the process of testing and collection of evidence can begin. We shall follow the SACE Board procedures during this term and review all applications as

soon as evidence has been collected. Applications are then appraised by the SACE Board or the School, dependent upon the type of provision being requested, as determined by the policy.

Please be aware of the fact that, whilst Special Provisions are also granted for students disadvantaged through misadventure and absence, these conditions may not apply at this stage of the year. If absence or misadventure do become in issue throughout this year, please contact Trudi Duggin on the email below.

7. Important Policies

As you begin the learning journey for 2018, can I please draw your attention to some important policies related to your son's study. These policies are available on Keystone and will provide you with important information relating to procedures, consequences of breaches, and points of contact on key topics.

Senior School Deadlines Policy: <https://keystone.stpeters.sa.edu.au/pages/View.aspx?pin=FMCWS2>

Senior School Drafting Policy: <https://keystone.stpeters.sa.edu.au/Pages/View.aspx?pin=XYKDC5>

Academic Honesty Policy: <https://keystone.stpeters.sa.edu.au/Pages/View.aspx?pin=WZW7P5>

8. Who to Contact?

- For assistance in the International Baccalaureate, see our IB Coordinator, Paul Hadfield (phadfield@stpeters.sa.edu.au).
- For support regarding SACE program, including special provisions and assessment, plus any subject counseling or timetable matters contact Trudi Duggin (tduggin@stpeters.sa.edu.au).
- Carmen Bester (cbester@stpeters.sa.edu.au) is our Coordinator of Students with Diverse Learning Needs. You can speak with her about learning difficulties and special provisions.
- If you are needing information on careers, university courses and entrance requirements, pre-requisites or even applications for colleges and courses, then Mark Colsey, our Careers Counsellor, is ready to help (mcolsey@stpeters.sa.edu.au).

I trust that all this information will assist you with your planning for the year. We always welcome contact with you at any point during the year, should you have concerns or questions. If you have any questions about reports, assessment or parent-teacher interviews, please contact the Learning and Teaching Office on 08 8404 0433.

Kind regards,



Nick Carter
Academic Deputy