

Sathya Sai College

Stage 5

Student Handbook

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# School Philosophy

## Vision

“Character Development with Academic Excellence” has been the governing principle of all endeavors in the school. The school at every step, big or small, is guided by the comprehensive education philosophy of Sri Sathya Baba who emphatically advocates, “Education should be for life; not for mere living.”

## Mission

The relentless pursuit of the school is:

To lay the foundation of a noble character in young minds by instilling in them the eternal and universal values of brotherhood, patriotism, sacrifice and moral integrity so that they grow up as ideal leaders who can shape the destiny of the nation and the world.

# Student Eligibility

## Stage 5

Where students have met eligibility criteria, a Record of School Achievement (RoSA) will be awarded by NESA at the end of Year 10.

RoSAs and Transcripts of Study can be accessed through Students Online.

## What is a RoSA?

A RoSA is a Record of School Achievement. Students who leave school at the end of year 10 will receive a RoSA that awards an A-E grade for all courses they have satisfactorily completed in Stage 5.

### Eligibility for a RoSA

To be eligible for a RoSA, students must have:

* Undertaken and completed courses of study that satisfy NESA’s curriculum and assessment requirements for the RoSA
* Complied with any other regulations or requirements (such as attendance) imposed by the Minister or NESA; and
* Completed Year 10

In order to complete Year 10, students must achieve satisfactory completion in all mandatory Year 10 courses.

In the case of atypical students, such as those transferring from another school, home-schooling, interstate or overseas, the ACE Manual will be used in order to determine eligibility.

### Stage 4 & 5 Mandatory Curriculum Requirements

To receive a RoSA, students must complete the following mandatory Years 7-10 curriculum requirements:

* **English:** The Board Developed syllabus to be studied substantially throughout each of Years 7–10. 400 hours to be completed by the end of Year 10.
* **Mathematics**: The Board Developed syllabus to be studied substantially throughout each of Years 7–10. 400 hours to be completed by the end of Year 10.
* **Science:** The Board Developed syllabus to be studied substantially throughout each of Years 7–10. 400 hours to be completed by the end of Year 10.
* **Human Society and its Environment:** The Board Developed syllabuses to be studied substantially throughout each of Years 7–10. 400 hours to be completed by the end of Year 10, including 100 hours each of History and Geography in each Stage.
* **Languages Other than English:** 100 hours to be completed in one Board Developed syllabus or Board Endorsed language course over one continuous 12-month period, preferably in Years 7-8.
* **Technological and Applied Studies:** The Board Developed Technology Mandatory syllabus to be studied for 200 hours in Years 7-8.
* **Creative Arts:** 200 hours to be completed consisting of the Board Developed 100-hour mandatory courses in each of Visual Arts and Music.
* **Personal Development, Health and Physical Education:** The Board Developed mandatory 300-hour integrated syllabus in Personal Development, Health and Physical Education to be studied in each of Years 7-10.

### Stage 4 & 5 pattern of study at Sathya Sai College

|  |  |
| --- | --- |
| **Stage 4** | **Stage 5** |
| **Year 7** | **Year 8** | **Year 9** | **Year 10** |
| Education in Human Values | Education in Human Values | Education in Human Values | Education in Human Values |
| English | English | English | English |
| Mathematics | Mathematics | Mathematics | Mathematics |
| Science | Science | Science | Science |
| History/Geography (50 hours each) | History/Geography (50 hours each) | History/Geography (50 hours each) | History/Geography (50 hours each) |
| PDHPE | PDHPE | PDHPE | PDHPE |
| Technology (Mandatory) | Technology (Mandatory) | **Elective courses**400 hours of elective courses comprising one of the following patterns:* 2 x 100 hour electives each year
* 1 x 200 hour elective over two years + 1 x 100 hour elective each year
* 2 x 200 hour electives over two years
 |
| Japanese (Mandatory) | Visual Arts (Mandatory) |
| Visual Arts/Music (50 hours each) | Music (Mandatory) |

### Satisfactory completion of a course

##

A student is considered to have satisfactorily completed a course if, in the Principal’s view, there is sufficient evidence that the student has:

1. Followed the course developed or endorsed by NESA;
2. Applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and
3. Achieved some or all of the course outcomes.

Although attendance is not a requirement for the satisfactory completion of a course, the Principal may determine that the above course completion criteria have not been met due to absence.

Students who do not meet satisfactory completion requirements in a course will receive an N Determination for that course.

If an N Determination is received in a mandatory course, students will not be eligible for their RoSA. If an N Determination is received in an elective course, this course will not appear on a student’s RoSA.

Students have the opportunity to appeal N Determinations to the school and to NESA. Details are provided in the Appeals and Reviews section of this document.

## N Determinations

### N Determination warnings

Where a student is at risk of not meeting the requirements of satisfactory completion in Year 10, they will receive an N Determination Warning Letter.

An N Determination Warning Letter:

1. Must advise the student of the tasks or actions to be undertaken in time for the problem to be corrected and alert the student to the possible consequences of an ‘N’ Determination
2. Must advise the parent or guardian in writing (if the student is under the age of 18)
3. Must request from the student/parent/guardian a written acknowledgement of the warning
4. Must be re-issued as a follow-up Warning Letter if the first letter is not effective

At Sathya Sai College, the process for issuing N Determination Warning Letters is as follows:

1. The course teacher notifies the Stage 6 Curriculum Coordinator of any student that is not meeting satisfactory completion requirements as soon as the problem becomes apparent
2. The Stage 6 Curriculum Coordinator develops the Warning Letter in consultation with the course teacher
3. The Warning Letter is approved and signed by the Principal
4. The Curriculum Coordinator records the Warning Letter on Sentral and stores a copy
5. The Curriculum Coordinator issues the Warning Letter:
	1. to the student, and discusses requirements to redeem the Warning
	2. to the parent/guardian, by both email and hard copy via the student
6. The Curriculum Coordinator follows up on the Warning Letter 2 weeks after issue. If course requirements have not been met, the Curriculum Coordinator repeats steps 2-6.

Where N Determination Warning Letters are not satisfactorily redeemed, in the Principal’s view, an N Determination will be issued. The procedures for appealing an N Determination are outlined in the Appeals and Reviews section of this document.

### Students who don’t qualify for a RoSA

Students who do not meet eligibility criteria, such as mandatory curriculum requirements or the satisfactory completion of courses, are not eligible for a RoSA. These students will receive a Transcript of Study.

Whether students who did not achieve their RoSA will be accepted into Preliminary is at the discretion of the Principal.

## Leaving School

Students must remain enrolled in formal education until they turned 17. However, a student may leave school upon the completion of Year 10 provided they are in full-time work and/or training.

### Attendance

For details of attendance requirements, please refer to the school Attendance Policy.

Students who regularly miss school are at risk of failing to meet satisfactory completion requirements and may be issued with N Warning Letters.

Where students have missed class, including approved absences such as for TAFE or SBAT reasons, it is the student’s responsibility to approach their teacher and seek any work missed. It is the expectation that this missed work will be completed and submitted to their teacher. Missed work is to be completed in the student’s own time except where otherwise specified by the class teacher.

# Assessment

### Non-submission

All assessment items are compulsory for all students.

Failure to submit an assessment task within 5 school days of the due date will automatically result in the task being awarded a “zero” grade.

#### Stage 5

Failure to complete assessment tasks may result in an N Warning or N Determination as students have not met satisfactory completion criteria.

# Subject Selection

In addition to their mandatory classes, students in Stage 5 will choose two elective courses each year.

## Stage 5 Electives

At Sathya Sai College, we are proud to offer a similar range of Stage 5 electives to those available in a much larger school.

From the subjects offered, the Stage 5 electives that actually run each year are based on student selections, as well as any constraints related to staffing or facilities. Because each group of students varies, the electives that we run can vary significantly from year to year. This enables us to best meet the needs and interests of all individual students.

In order to offer the broadest range of electives, Stage 5 elective classes are combined into Year 9 and 10 classes.

## Elective Options

Students choose electives in Term 3 of the preceding year.

Over Year 9 and 10, students have the option of studying:

* 2 x 100 hour electives each year
* 2 x 200 hour electives, each studied for 2 years
* 1 x 100 hour elective each year + 1 x 200 hour elective studied for 2 years

The decision to undertake a 200 hour elective is entirely optional and can be made when choosing electives for Year 10 (at the end of Year 9).

All elective classes may have both 100 hour and 200 hour students, and teachers adjust their teaching strategies accordingly.

## Subject Selection Timeline

1. Subject Selection – Late Term-3

Students and parents/carers will use the Subject Selection form and Information Booklet, including the Subject Guide, to select elective subjects.

All students will provide 4 subject preferences. While every effort is made to offer first choices, staffing, numbers and timetable constraints may affect offerings.

1. Timetable Creation – Late Term 3

A working timetable of elective offerings will be created, based on student preferences. Usually 4-6 choices are offered, depending on student numbers.

1. Class Allocation – Early Term 4

Students will be allocated to classes based on their first and second subject preferences.

If a student’s first and second choices are not available, they will automatically be placed in their third and fourth choices.

If two of a student’s choices are on at the same time, or they need a 5th preference, the student will be consulted.

When creating classes, preference will be given in the following order:

1. 200-hour students
2. Year 10 students
3. Students who will not otherwise have access to at least one of their first two preferences
4. Students who submit their EOIs first (EOI forms will be dated on receipt)

Some classes do have capped numbers.

All elective allocation will take place at the discretion of the Principal. Where students have not submitted their selection form by the due date, classes will be allocated by the school.

1. Elective Rolls Published – Mid Term 4

## Recommendations

|  |  |  |
| --- | --- | --- |
| Students are advised to:* Choose subjects they’re good at
* Choose subjects they like
* Choose subjects that they need for their career
 |  | Students should not:* Choose subjects because their friends are choosing them
* Choose subjects because they like the teacher
* Choose a subject they think will be easy
* Choose a subject because they think they ”should”
* Choose subjects because they sound “smart”
* Choose subjects they know they don’t like
 |

## Changing Subjects

Changes to elective courses are not permitted after Week 4, Term 1, in order to ensure the hours requirements of each course are met.

All changes are at the discretion of the Principal and after electives are allocated, any request to change electives may be denied.