CURRICULUM AND STUDENT LEARNING POLICY

PURPOSE

Definition: Curriculum covers all the arrangements the school makes for students' development and learning. It includes the course content, student activities, teaching approaches, the way in which teachers and classes are organised and decisions on the need for and the use of facilities and resources.

The purpose of this policy is to ensure that Eltham Primary School provides a curriculum and learning environment that encourages students to strive for excellence in all of their learning endeavours. To achieve this, the school provides sequential teaching and learning programs that deliver a comprehensive, broadly based and culturally inclusive curricula. Each year the school will map out its curriculum offerings in a curriculum plan.

Eltham Primary School curriculum covers all the arrangements the school makes for students' development and learning. It includes the course content and understandings, student activities, teaching approaches, the way in which teachers and classes are organised and decisions on the need for and the use of facilities and resources.

Eltham Primary School encourages its students to strive for excellence in all of their endeavours.

SCOPE
This policy applies to **all teaching and learning programs and environments at the school including:**
- ❖ Classroom instruction

- ❖ Camps and excursions

- ❖ Online forums

Teaching staff at Eltham Primary School will ensure that the curriculum meets the minimum standards with:

- **A time allocation per each of the eight learning areas as** defined by the Victorian Curriculum

- **A explanation of how curriculum and teaching practice will be reviewed** (statement is at 3.4 of this Guide)

- **An outline of how the school will deliver its curriculum** - found in the

Eltham Primary School scope and sequence documents.

- A whole school sequential and scaffolded curriculum

- **A documented strategy to improve student learning outcomes** (found within the School Strategic Plan)

Eltham Primary School will provide a student centred learning environment where students feel safe to be risk takers that will foster critical thinking and have opportunities to give and receive feedback on their learning to one another in a respectful way. Students will have the opportunity to learn an Asian language (LOTE Indonesian)

Assessment and Reporting

Eltham Primary School undertakes a range of student assessment and reporting activities to inform and support student learning.

Assessment is the ongoing process of gathering, analysing and interpreting, using and reflecting on data to make informed and consistent judgements about learners' progress and achievement to improve learning. Eltham Primary School has a comprehensive assessment schedule available on the school's website.

Reporting communicates comprehensive information about student learning and achievement in different forms to a range of audiences for a variety of purposes. Comprehensive reporting covers three major areas:

- **Student reporting**: Eltham Primary School report to parents/carers using student reports, to strengthen family partnerships by engaging teachers and families in regular and meaningful communication about students' learning needs
- **School reporting**: Eltham Primary School report to the local community via their annual report, providing a concise summary of the school's achievements and progress. This is available on the school's website
- **System reporting**: the Department reports Eltham Primary School's systemic improvement to the broader educational community through state-wide and national reports, providing statistical and related information about Victorian educational outcomes.

Student reports for parents/carers are confidential documents that schools are required to produce at least twice a year. The purpose of student reports is to:

- report student progress and achievement in Years Prep to 6
- provide parents/carers with clear, individualised information about progress against the achievement standards
- identify the student's areas of strength and areas for improvement.

Note: There may be specific instances where Eltham Primary School decides in partnership with an individual student's parents/carers that it is unnecessary to provide a report for that student.

In addition to producing student reports, schools will offer a parent-teacher conference to discuss the student's progress.

Eltham Primary School will assess and report student progress against the Victorian Curriculum F-10 achievement standards for the teaching and learning programs they have designed.

National Assessment Program – Literacy and Numeracy (NAPLAN) assesses all students in Years 3, and 5 each year using common tests in reading, writing and language conventions (spelling, grammar and punctuation) and numeracy. These test results are used by:

- students and parents/carers to discuss achievements and progress with teachers
- teachers to identify students who require greater challenges or additional support
- schools to identify strengths and weaknesses in teaching programs and set goals in literacy and numeracy
- school systems to review programs and support offered to schools.

The Victorian Government School Performance Summary forms a part of the school's Annual Report to provide parents/carers and the community generally with a clear overview of how each government school is performing in Victoria. Each performance summary provides:

- an overview of student performance at the school, and how the school compares with other Victorian government schools (accounting for student intake)
- student outcome results with regard to learning achievement, engagement and wellbeing for the latest school year, the last four years (when available) and a detailed breakdown of the areas that were measured, and
- school comparison data to other schools, that identifies whether a school (accounting for student intake) is performing higher than, lower than, or broadly similar to the expectation of schools with similar student intake characteristics.

The Annual Report informs parents/carers and the wider school community of the school's successes, activities and achievements throughout the year.

The Department also provides each school with other confidential reports that summarise student outcomes in that school, including learning achievement, relative to threshold performance standards. These reports are provided to inform the processes of school strategic planning and review.

National reports indicate the performance of student cohorts as a whole against agreed national standards and targets, as well as informing the design and implementation of improvement strategies for the education system.

Schools use the English Online Interview to generate a wide range of reports that can provide valuable diagnostic information to inform program planning and resource allocation. At the start of each year all Prep – students at Eltham Primary School are assessed using the English Online Interview (this assessment is optional for Year 1 and Year 2 students).

The interview is a one-to-one interview between the teacher and student with the teacher recording the responses in an online system. This interview assesses students against the three modes of English (Reading, Writing, Speaking and Listening) and is accessible by all

Prep to Year 2 teachers in Victorian government schools during a defined 4 week period at the start of each year contains a wide range of support materials for administering the interview.

Managing student records

Schools are required to create, manage and dispose of electronic and hardcopy public records (i.e. student records) in accordance with the Public Records Act 1973 (Vic) (PRA). Eltham Primary School operates a system for managing electronic and hardcopy records to ensure the authenticity, security, reliability and accessibility of these records.

Where public records are stored with an online service (services that provide virtual spaces and portals through which information can be stored and shared, and transactions between schools and parents/carers can be recorded, e.g. cloud technologies), Eltham Primary School must be able to have access to those records for the retention period.

Note: The Department has developed policy to assist schools to meet legislative and business requirements for the creation, storage and disposal of records.

POLICY IMPLEMENTATION

3.1 Program Development

Eltham Primary School will provide a variety of programs that will address the specific needs of students in relation to gender, special learning needs, disabilities and impairments, giftedness and students from language backgrounds other than English.

The school will identify and cater for the different needs of particular cohorts of students when developing its curriculum plan. In developing its curriculum plan the school will provide a broad range of educational pathways to ensure improved student outcomes.

The Victorian Curriculum will be used as a framework for curriculum development and delivery at Foundation - Year 10 in accordance with Department of Education and Training (DET) policy and Victorian Curriculum and Assessment Authority (VCAA) guidelines. The school will provide at least 25 hours student instruction per week.

3.2 Program Implementation

The Eltham Primary School, School Improvement Team (SIT) will determine the curriculum program for the following year, based on student demand and the needs of the school's curriculum plan to maintain balance and a broad provision of subject choices. Input will be sought from the relevant staff in the curriculum area when determining programs for the following school year.

To facilitate this implementation, curriculum documentation and assessment schedules are produced to reflect the Victorian Curriculum.

The DET requirements related to the teaching of Languages, Physical Education, and New Arrivals Program/English as an Additional Language (EAL) will continue to be implemented.

The use of Information and Communications Technologies (ICT) will be integrated across

the curriculum to support the improvement of teaching and learning outcomes and adheres to DET's School Policy & Advisory Guide (see resources)

Curriculum leaders will be required to review their policy statement (where applicable), and prepare a comprehensive annual program budget and present these to the Finance Subcommittee as part of the school's annual budget

3.3 Student Wellbeing and Learning

Eltham Primary School will embed student wellbeing in all learning experiences by aligning student wellbeing and curriculum policies and creating an educational environment and curriculum that is inclusive and meaningful to all students:
- providing an integrated and comprehensive curriculum approach that incorporates the personal and social issues of students into their daily learning experiences
- providing a flexible, relevant, inclusive and appropriate curriculum
- accommodating student developmental needs within the Victorian Curriculum stages of schooling

3.3.1 Students with Disabilities

The DET and Eltham Primary School is committed to delivering an inclusive education system that ensures all students, including students with disabilities, have access to a quality education that meets their diverse needs.

Eltham Primary School will liaise with DET to provide suitable programs and resources to support the delivery of high quality schooling for students with disabilities.

3.3.2 Koorie Education

Eltham Primary School is committed to providing culturally appropriate and inclusive programs to Koorie students though:
- working in partnership with the Koorie community to develop an understanding of Koorie culture and the interpersonal relationship with the Koorie community, for example via Local Aboriginal Education Consultative Groups (LAECG)
- supporting the development of high expectations and individualised learning for Koorie students
- creating an environment that respects, recognises and celebrates cultural identity through practice and curriculum
- implementing initiatives and programs that meet student needs and in partnership with the Koorie community.

3.4 Program Evaluation & Review

The School Improvement Team will meet regularly (at least twice per term) to track whole school data and identify potential curriculum areas that require focus. Data analysed will include, but is not limited to, NAPLAN, On Demand, school based testing, teacher judgments based on learning outcomes in the Victorian Curriculum. Tools used will include Compass analytics and Google Drive.

Each year the school will audit and evaluate the curriculum to ensure curriculum domains, dimensions and standards of the Victorian Curriculum meet minimum requirements and are updated to reflect current school initiatives. This audit will inform future curriculum planning.

Student learning outcomes data will be reported in the Annual Report to the School Community provided to the DET, and also available on the State Register maintained by the Victorian Registration and Qualifications Authority.

FURTHER INFORMATION AND RESOURCES

Definition

NOTE: What is the difference between a WWC Check and a police records check?

A police records check gives information about a person's past criminal record and is only valid at the time of issue. The WWC check is valid for 5 years (unless revoked). During this time, cardholders continue to be checked for new relevant offences or disciplinary findings from professional bodies such as the Victorian Institute of Teaching. In addition, not all criminal offences are relevant to the WWC check. Broadly, the WWC check considers serious sexual and violent drug offences.

Related School Policies
- Student Engagement and Wellbeing Policy
- Attendance Policy

Related DET Resources

- Curriculum
- Using Digital Technologies to Support Learning and Teaching
- Student Wellbeing and Learning
- Students with Disabilities
- Koorie Education
- Victorian Registration and Qualifications Authority (VRQA) State Register.

REVIEW CYCLE

THIS VERSION FIRST ISSUED	LAST UPDATED	STATUS	DUE FOR REVIEW
2018	2021	This policy will be reviewed annually or as necessary due to changes in regulations or circumstances	2023