



Implementation date: 2016

# WATERSTONE

## C O L L E G E

<b>PROCEDURE NUMBER:</b>	<u>WATH01PR</u>
<b>NAME:</b>	<u>Learners' Academic Procedures</u>

### SUMMARY

<b>PROCEDURE AIM</b>	To regulate formal relations among Educators, Learners and parents in relevant areas of interaction – in the specific area of exams, tests and other formal assessments.	
<b>ORIGINATOR / AUTHORITY</b>	Originated by	Mr Matthew Ridgway Operational Head – High School
	Authority	Mr Vernon Rorich Executive Head

<b>DISTRIBUTION/APPLICABILITY</b>	Applies to	High School Management All Staff All Learners All Parents
	Control	Operational Head – High School
	Applicable from	Term 1 2016

### PROCEDURE HISTORY

REV #	Brief Description	Date Promulgated/ Revised	Pages affected	Headmaster	Executive Head
001	First draft	Jan 2016			
002	Second Draft	Feb 2016 2016/02/15	Numerous		

## **The Tablet Programme**

Pupils need to familiarise themselves with the detailed tablet policy of Curro and

Waterstone College. In short the following points are important to take note of:

It is the pupil's responsibility to bring their tablets to school fully charged so that their academic progress is not hampered.

Pupils must take responsibility for the safe-keeping of their tablets at all times.

If textbooks are not opening or the tablet is faulty in any way, pupils must draw this to the attention of the relevant teacher immediately, and see the school IT manager for assistance.

Pupils may not use their tablet as a gaming device at any time during the school day.

Pupils may not use the school wireless system to download any material that is not directly school related.

## **Homework**

The purpose of homework is to consolidate learning from the day and to prepare for the next day.

All pupils are expected to do homework every night. As far as possible teachers will avoid giving homework for the next day by providing time for consolidation during the lesson. However, everyday, all pupils are expected to do at least 30 minutes reading and 30 minutes Mathematics. Over and above this, every day pupils are expected to be preparing for the next cycle test or examination, and they need to be working on homework assignments and projects that are due in forthcoming weeks.

A regular, daily homework routine establishes a good work ethic which is essential if stress is to be reduced in the senior grades.

## **Plagiarism and Cheating**

Plagiarism (presenting someone else's work as your own, ie copying) and cheating are both contrary to one of the Waterstone College values – Integrity. It is expected that every pupil will aspire to uphold the values of the College at all times. Any incident of cheating or plagiarism will be investigated and a disciplinary process will be followed as detailed in the code of conduct

To prevent plagiarism, it is essential that, when doing research, you present the work in your own words. You may not “copy and paste” information from a source to your assignment. Always remember to quote the source of your information. A complete bibliography or list of references must be provided at the end of your assignment.

Copying homework is also seen as plagiarism and cheating.

### **Learner support and intervention**

Every pupil will, at one time or another, find some aspect of school work in not clear and fully understood. If the pupil makes no effort to clarify this work, they will always be on the back foot. The following steps should be followed if work is unclear, or if the pupil is battling in any way:

Go back over the notes, refer to the textbook and try to figure it out yourself – when you teach yourself you will never forget the work.

Make use of the ASP – Academic Support Programme: make an appointment to see the teacher to go over the work you are concerned about. It is important that you are able to tell the teacher what section you are concerned about, and to bring examples of work that you are getting wrong.

All teachers are available for assistance during ASP, but you must book an appointment.

ASP generally runs from after school until 3pm when sport practices start, however the extra-mural programme necessitates flexibility in the ASP.

Pupils may book ASP with another teacher teaching the same grade and subject. It sometimes helps hearing the same topic explained by someone else.

### **Assessment**

Assessments are done throughout the year to measure the pupil’s level of understanding of the work. Formal assessments include Cycle Tests and the June and November examinations, as well as class tests. Over and above this a variety of other assessments will be given.

In High School zero will be given for any Cycle Tests and Exams that are missed, unless a doctor’s note is provided where the doctor certifies that the pupil was not fit to write the assessment on that day. This also applies to Matriculants who miss Portfolio assessment pieces.

## Exam / Test Procedures

Pupils should arrive at least 10 minutes before the start time of the exam.

Pupils may not enter the exam venue until a teacher calls them in. Then they must enter the exam venue quietly, in an orderly manner. There should be no talking once in the venue.

Pupils' phones must be handed in and bags must be left out of the way in the front or back of the venue.

If a pupil misses an exam, the parents must inform the office before 8am. On return to school, a doctor's note indicating that the pupil was unfit to write the exam on the given date, must be handed in. Pupils must expect to write the missed exam on the day they return to school. No marks will be allocated for the exam unless a doctor's note is provided.

Late pupils will not be given any extra time. During Prelims, anybody arriving more than 30 minutes late will not be allowed to write the exam and they will get zero for the exam.

Full school uniform is to be worn at all times. Contravention of the uniform code will result in exam privileges being removed the following day.

All stationery must be in a see-through container, or the loose stationery must be taken into the venue.

No borrowing is allowed during the exam.

No eating or drinking during the exam.

Pupils will only be excused to go to the bathroom in dire circumstances and must be accompanied by a staff member.

Pupils may not ask the invigilators any questions about the paper.

Pupils may not take any electronic equipment into the exam venue, neither may they take in their own writing paper or notes. If found to have any of the above on them, it will be deemed an irregularity. Incriminating evidence will be confiscated, the exam answer paper will be removed and a new one given. If found guilty of an irregularity, 0% will be awarded for that exam.

Question papers must be handed in with the answer papers.

Once the answer papers have been collected at the end of the session, pupils are to sit in silence until the invigilator has counted all scripts and dismisses the pupils.

If there is a power failure during the CAT or IT practical exam, pupils must remain in the computer room until the power is restored. They may not communicate with each in any way whatsoever. Lost time must be allowed as additional time.

## Reports

Reports are issued four times a year to give parents and pupils an indication of the pupil's progress each term.

Weighting of Marks 2015 (April 2015) For the FET phase, the CAPs doc indicates a weighting of 75% for exams for most subjects. This is the default weighting for Synergy. Should we re-look at this?

	Term 1	Term 2	Term 3	Term 4	Promotion
Grade 8	50% CAS and 50% Cycle Test	50% CAS and 50% Exam	50% CAS and 50% Cycle Test	100% Exam	T1 = 25% T2 = 50% } 50% T3 = 25% } T4 = 50% }
Grade 9	50% CAS and 50% Cycle Test	50% CAS and 50% Exam	50% CAS and 50% Cycle Test	100% Exam	T1 = 25% } T2 = 50% } 50% T3 = 25% } T4 = 50% }
Grade 10	25% CAS and 75% Cycle Test	25% CAS and 75% Exam	25% CAS and 75% Cycle Test	100% Exam	T1 = 25% } T2 = 50% } 25% T3 = 25% T4 = 75%*
Grade 11	25% CAS and 75% Cycle Test	25% CAS and 75% Exam	25% CAS and 75% Cycle Test	100% Exam	T1 = 25% } T2 = 50% } 25% T3 = 25% } T4 = 75%*
Grade 12	25% CAS and 75% Cycle Test	25% CAS and 75% Exam	100% Prelims		Matric Finals

For Valediction, marks will be weighted as follows:	Term 1	40%	
	Term 2	60%	25%
	Term 3	Prelim	75%*

\* (with some exceptions)

## Academic Awards

### **Extract from the Welcome Pack of 2014:**

Awards must be earned, and should not be too easily achieved; it is only by stretching yourself that you will be able to accomplish great things. Colours can only be awarded to those in Grades 11 and 12. Prior to this, Medals (for academic achievement) can be achieved.

The most coveted award is the white Carpe Diem Blazer, awarded to those who have achieved colours in cultural, sport and academics. This is obviously extremely tough to achieve!

As one of the core values of Waterstone College is excellence, pupils who achieve academic excellence are celebrated in a number of ways. Cycle test top achievers are announced in assembly each week and the top 10% of each grade, per term, is announced in assembly and given a Top 10 badge to wear for the term.

An Honours Evening is held in January each year to acknowledge the previous year's top achievers, based on their final promotion mark. At this event, awards are given to the top three pupils per subject, the top three pupils in the grade and an academic medal is given to pupils who achieve an average above 80%.

Colours are only awarded to senior pupils. The academic colours criteria are given below:

**AMMENDMENT TO AWARDING ACADEMIC COLOURS****To be implemented from the 2016 academic year.**

	Academic Half Colours Receive a “half” scroll and half braiding	Academic Full Colours Receive “full” scroll, full braiding and BLUE full colours tie.
Grade 10 – promotion mark	75%	
Grade 11 – promotion mark	75%	80% Average with 80% for LO (Maths Lit weighted 60%)
Grade 12 - Valediction mark	75%	80% Average with 80% for LO (Maths Lit weighted 60%)
Grade 12 – Final Matric results	75%	80% Average with 80% for LO (Maths Lit weighted 60%)

The Matric Valediction ceremony is held at the end of the Matric year, just before the commencement of final examinations. This prestigious occasion bids farewell to all matriculants and acknowledges those who have excelled in various spheres of school life. A list of awards given at Valediction follows on the next page:

## VALEDICTORY AWARDS

Top three pupils per subject

Top three pupils overall (Dux Scholar and the next two in line)

Academic Medal for an average of 80%+

Medal Trophy for being awarded an academic medal every year from Grade 8 at WSC.

Special Subject Awards given at the subject teachers' discretion

Sportsman and Sportswoman of the year

Cultural Awards

Special awards:

### Culture Trophy

Participated consistently in various cultural activities over his/her entire time at the College.

Has added most to the cultural life of the school.

He/she should have participated in at least two, and preferably three of the College's cultural activities and shown commitment to these activities.

Excellence and ability should not be taken into account for this award.

Only nominees who have participated in a sport and shown good effort academically may be considered.

### Good Fellowship Award

This is a tribute by the Matric group to one of its members who has shown outstanding qualities of integrity, friendliness, loyalty, responsibility and enthusiasm.

The Matrics vote for this award in secret ballot

### Chairman's Shield

This award recognizes dedication and determination in all spheres of school life.

The recipient should have shown loyalty to the college at all times.

This attitude of positivity must be present in many areas of school life, and the following are considered: classroom, sport, cultural, service amongst others

### Spirit of Sportsmanship

This award is for the learner who has pursued excellence on the sports field, but has maintained a healthy balance and perspective in their sport.

Attitude is all important (fair play, positivity, encouragement, acceptance of defeat graciously, attitude towards officials etc). The recipient may have achieved excellence in a sport, but attitude is of greater importance.

### Director's Award

Awarded to the boy or girl who is an outstanding example of what the College stands for, and best portrays the vision of the school.

The candidate should have an academic average of not less than 60%, and have participated in at least one sport and one cultural activity to a high standard.