VICTORIA POINT
STATE HIGH SCHOOL



Learn Think Perform Belong

ACADEMY HANDBOOK

VICTORIA POINT STATE HIGH SCHOOL
Learn, Think, Perform, Belong through RESPECT INTEGRITY RESPONSIBILITY
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PO Box 3358 Victoria Point West QLD 4165
Department of Education Equity and Excellence

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Rationale

The Victoria Point State High School Academies are specifically targeted at supporting students who have expressed interest and can demonstrate targeted skills in a specialised field of study.

The Victoria Point State High School Academies aim to create intensive and focused pathways for potential futures, create an environment of motivation, engagement and success, and develop skills and opportunities for students to work with industry professionals and collaborate with the local and wider community in order to build deeper knowledge, skills, training and experience.

The Academy Programs run across Years 7 – 9.

Students are reported on during all reporting periods, parental communication provided during Parent/Teacher interviews and data tracking at each term juncture.

Extra-curricular

Victoria Point State High School Academy students participate in a wide range of extra-curricular activities aimed at supporting, enriching and recognising their abilities. These include:

- Workshops with professionals
- Competitions
- Excursions and Incursions
- Training Opportunities
- Working with the local and wider community and community businesses including surrounding primary schools
- Days of Excellence
- Enrichment activities

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Contact Details

School Administration	3820 5888
School Website	www.vpshs.eq.edu.au
School Administration e-mail	admin@vpshs.eq.edu.au

VICTORIA POINT STATE HIGH SCHOOL ACADEMY CONTACT DETAILS

Academic Academy Head of Department – Humanities: Christina Kasper	3820 5872 ckasp1@eq.edu.au
Creative Industries Academy - Dance Head of Department – Creative Industries: Jo Bierton	3820 5880 jbier1@eq.edu.au
Creative Industries Academy - VPtv Media Head of Department – Creative Industries: Jo Bierton	3820 5880 jbier1@eq.edu.au
STEM – Technologies Academy - Robotics Head of Department – Technology: Michelle Galpin	3820 5868 mgalp0@eq.edu.au
Vikings Academy Head of Department- Health: Tom Marshall	3820 5866 tmars193@eq.edu.au

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Application and Enrolment Processes

VPSHS Academy applications are OPEN all year and are **reviewed by VPSHS Academy staff during week 5 of each school term**, applicants/parent/carer/s will be **notified of the result of their application during week 6**. Where successful applicants require a subject change (moving into Academy from another subject area), this will be facilitated by the Academy manager (HOD) and will ONLY take place once all prior assessment requirements are fulfilled, this will typically occur at the conclusion of a term or semester.
Note - Some VPSHS Academy programs require additional enrolment processes to take place (eg. Dance auditions), VPSHS Academy staff will advise where this is applicable and how timelines are impacted.

Academic Academy

See subject selection handbook for detailed information about this subject.
Junior Secondary Subject Selection Handbooks

Application and Procedure

Submission, via invitation or application, of the completed Scholarship Application Form, academic transcript, resume.
Application link - Academic Academy - Application – Fill out form



Dance Academy

See subject selection handbook for detailed information about this subject.
Junior Secondary Subject Selection Handbooks

Application and Procedure

Dance Audition.
Submission, via invitation or application, of the completed Scholarship Application Form, academic transcript, resume.
Application link - Dance Academy - Application - Fill out form



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Robotics Academy

See subject selection handbook for detailed information about this subject.
Junior Secondary Subject Selection Handbooks

Application and Procedure

Submission, via invitation or application, of the completed Scholarship Application Form, academic transcript, resume.
Application link: Robotics Academy - Application - Fill out form



VPtv Media Academy

See subject selection handbook for detailed information about this subject.
Junior Secondary Subject Selection Handbooks

Application and Procedure

Submission, via invitation or application, of the completed Scholarship Application Form, academic transcript, resume.
Application link - Media Academy - Application – Fill out form



Vikings Academy

See subject selection handbook for detailed information about this subject.
Junior Secondary Subject Selection Handbooks

Application and Procedure

Submission, via invitation or application, of the completed Scholarship Application Form, academic transcript, resume.
Application Link - Vikings Academy - Application - Fill out form



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VPSHS Academy Scholarship Details

Scholarships will be awarded to one (1) applicant in year 8-9 in each of our Academy programs. Scholarships are awarded based on merit of application, performance criteria and/or available vacancy.

The scholarship value ($300) will be held by the school. Parent/carer/s can access the Scholarship value for the following:

- School Resource Scheme – Participation at no cost to cover fees.
- Subject Levies – that apply to specialist areas of common program, considering the scope of areas of the Academy.
- Subject Competition/s costs – including History, Geography, Mathematics and Science competitions, Eisteddfods.
- Excursions – curriculum based as requested.
- Additional Information and Communication Technology costs associated with their specialised studies.

Scholarship recipients will have their academic progress and personal conduct reviewed at the end of each term, both Interim and end of semester report cards as well as Parent/Teacher interviews inform this process.

VPSHS Academy Bright Futures Award – Bursary for Year 7

Victoria Point State High School invites each feeder primary school to nominate and select one Year 6 student for each of the VPSHS Academy Awards listed below.

Each award would consist of:

- A VPSHS Academy Bright Futures Award plaque and certificate
- A **$50 VPSHS Academy Bursary**
- Formal recognition from Victoria Point State High School

The bursary would be:

- Non-transferable
- Applied to the student's VPSHS account upon enrolment at Victoria Point State High School and application to the identified VPSHS Academy program
- Available for Academy-related expenses, subject fees, excursions or resources associated with their Academy participation

Recipients would be selected by the primary school's leadership team and/or teaching staff using criteria supplied by Victoria Point State High School.

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Scholarship Application Processes- Year 8 and 9

All scholarship applications for VPSHS Academies must be entered through the completion of VPSHS Scholarship Application forms found at:

https://forms.office.com/r/0VV4nYziPM



Scholarship applications **close** end of day **Friday of Week 2 of Term 1**

Scholarship applications are reviewed by a panel consisting of Deputy Principal, Head of Department and Business Manager. The criteria for awarding scholarships are:

- demonstrated performance, and
- aptitude and potential to excel in their chosen field

Successful applicants will be notified by Academy Deputy Line Manager before COB on the **Friday of Week 4 of Term 1** and presented at the next available full school assembly.

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VPSHS Academy Timelines

Note – timelines are a guide and may vary due to changes in circumstance or process

Year **PREVIOUS** to Enrolment	
Term 1	• Academy Directors and team have a Day to meet with year 6 teachers/ DP for half a day. Plan and talk with our staff with hands on and interactive information sessions and resources to take back to share with year 6 classes. Week 7

Term 2	• VPSHS Transitions Team visit feeder primary schools
	  ○ VPSHS Enrolment EOIs flyer distributed – includes option to nominate interest in VPSHS Academy programs
	• Subject Information & enrolment Expo Event. Week 6
	  ○ VPSHS Academy Information Sessions
	  ○ Distribution of VPSHS Academy application flyers
	• Application OPENS for Year 6 ➔ Year 7 applicants
	• Exposure for workshops and an additional day for Media and Robotics – term 2 visit school and invite parents
	• PFS activities for teachers and building capacity/primary school visit.

Term 3	• Scholarship applications OPEN for all students, Week 1 Enrolments Officer Informs Primary Schools of Academy Orientation Day process and Workshop Microsoft Forms applications

Term 4	• Academy Orientation Day Week 4, Wednesday
	  ○ All Year 6 ➔ Year 7 applicants invited via email
	  ○ Hosted at VPSHS
	  ○ Facilitated by Academy staff and students
	  ○ Full day VPSHS Academy experience – 4 x 70 minute sessions.
	• Academy Workshop Day Week 4, Thursday
	  ○ Primary Schools nominate candidates via Microsoft Forms
	  ○ Hosted at VPSHS
	  ○ Facilitated by Academy Staff and students
	• Full day VPSHS Academy Experience – 4 x 70 min sessions
	• Year 6 ➔ Year 7 applications reviewed by VPSHS Academy staff
	• Application decisions for subsequent year advised and timetabled classes for year 6 into 7 for Orientation Day Monday, Week 9

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Year **OF** Enrolment	
Term 1	• Scholarship applications CLOSE Friday Week 2
	• VPSHS Academy fees Invoiced Friday, Week 3
	• Scholarship decisions advised Friday, Week 4 • Additional Term 1 applications reviewed
	• Scholarship recipients awarded (Full School Assembly) • Scholarship funding in student account Friday, Week 6
	• Termly review of Code of Responsibility alignment, Week 7
	• VPSHS Academy Fees DUE Friday, Week 8
	Additional Term 1 application decisions advised
Term 2	• Additional Term 2 applications reviewed, Week 2
	• Additional Term 2 application decisions advised, Week 3
	• Termly review of Code of Responsibility alignment, Week 7
Term 3	• Additional Term 3 applications reviewed, Week 2
	• Additional Term 3 application decisions advised, Week 3
	• Termly review of Code of Responsibility alignment, Week 7
Term 4	• Continuing student applications DUE, Week 6
	• Termly review of Code of Responsibility alignment, Week 7
	• Continuing student applications reviewed, Week 8
	• Continuing student application decisions advised, Week 10

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Code of responsibilities – VPSHS Academy Programs

The expectations of students that apply and are accepted into the VPSHS Academy go beyond those outlined for the general student population in the Victoria Point State High School 'Student Code of Conduct. VPSHS Academy members are afforded additional privileges regarding their engagement in extracurricular opportunities and programs and are therefore they held to a higher standard. These additional expectations fall well within the capabilities of high performing students within the Victoria Point State High School context, and it is fully anticipated that all VPSHS Academy students will excel in their attainment of these higher standards.

Responsibilities as a VPSHS Academy Student

- Uphold the school values of Respect, Integrity and Responsibility always.
- Do NOT bring the VPSHS Academy program into disrepute.
- **SATISFACTORY** or above in all **BEHAVIOUR** results at reporting
- Meet all Schoolwide expectations without exception,
- Meet additional Academy member expectations these include but are not limited to
    - Strive for personal excellence by working hard and engaging in Academy activities
    - Learn to value honest effort, skilled performance and improvement
    - Be courteous and responsible. You are representing our school and our Academy program where other students and community members will be watching your actions
    - Attend all workshops, competitions and events
    - If attendance at workshops, competitions and events cannot be met, immediate and prompt notification to Academy staff needs to occur
    - Treat all equipment and property of the school, yourself and your peers with care and respect
    - Represent the academy in a professional manner, which includes correct presentation of academy standards through adhering to uniform and dress code.

Responsibilities as a VPSHS Academy Parent or Carer

Parents and carers are requested to:

- Encourage your student to always follow school procedures and codes of conduct. The good example you set by respecting the decisions of staff, tutors, and guest presenters can do much to support this.
- Develop in your student a commitment to an honest effort and good attitude in order to improve his/her skills and personal performance
- Instill in your student the ability to accept losses and setbacks without undue disappointment
- Develop in your student an appreciation and respect for academic experimentation and trial and encourage him/her to participate in the spirit of the Academy
- Applaud good performances by all students participating in an activity
- Acknowledge and support the role played by your student's allocated Academy staff member
- Manage/meet the financial requirements of your student's enrolment in the VPSHS Academy

School performance responsibilities

It is the responsibility of VPSHS Academy members to perform at the best of their ability in all areas of school life. The minimum acceptable performance results are listed below:

- **SATISFACTORY** or better **(A-C)** in **EFFORT** results at reporting
- No significant (more than 1 level) drop in **ACHIEVEMENT** from term to term
- Attendance at scheduled tutorials where **ACHIEVEMENT** results are D or below
- Completion of all **ASSESSMENT** tasks by advertised due dates
- Completion of the requirements of all class teachers (Homework, class tasks and activities)

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Attendance Responsibilities

The agreed minimum acceptable attendance for students at Victoria Point State High School is **92%** and this is also the minimum acceptable attendance for **ALL** VPSHS Academy members. This equates to a maximum of two (2) days absent per term. VPSHS Academy students are required to follow the VPSHS process for reporting student absence.

Academy Participation:

VPSHS Academy members are expected to be actively involved in **ALL** activities which Academy staff members require them to attend. These activities may include but are not limited to:

- Academy incursions and excursions
- Promotional Events – Academy members will participate in promotional events at our school, local primary schools and community clubs and venues.

Financial Responsibilities

VPSHS Academy programs offer students additional opportunities not provided to the general student population. To facilitate these opportunities parents/carers/students enrolling in a VPSHS Academy program are required to contribute to the cost of facilitating these opportunities through payment of an annual **$200** VPSHS Academy fee.

The financial requirements for continued enrolment in a VPSHS Academy include:

- Subscription to the VPSHS School Resource Scheme (SRS), with either payment in full or an up-to-date payment plan entered prior to SRS invoice due date.
- **NO** outstanding financial obligations recorded with the VPSHS finance team (Eg.debt carried over from previous years, activities, resources or events)
- Academy fee payment in FULL or an active* payment plan entered prior to COB on the **Friday of Week 8 of Term 1.**

*Active payment plan refers to meeting incremental payment targets as defined in the table below:

Due Date	Payment Increment
Week 8 Term 1	$75 paid
Week 8 Term 2	$150 paid
Week 8 Term 3	Paid in FULL

Please Note - Many of the financial commitments made by the school for VPSHS Academy programs are based on student application numbers at the start of the year, therefore where a student withdraws refunds may NOT be possible.

Financial Support Process:

Academy Directors and VPSHS finance staff will review enrolled VPSHS Academy students' financial currency at the end of Week 8 of each term. Where a student/family is found to require financial support, the following process will be applied:

- Parent/carer reminded of financial requirements
- Parent/carer notified of payment options

Financial Withdrawal:

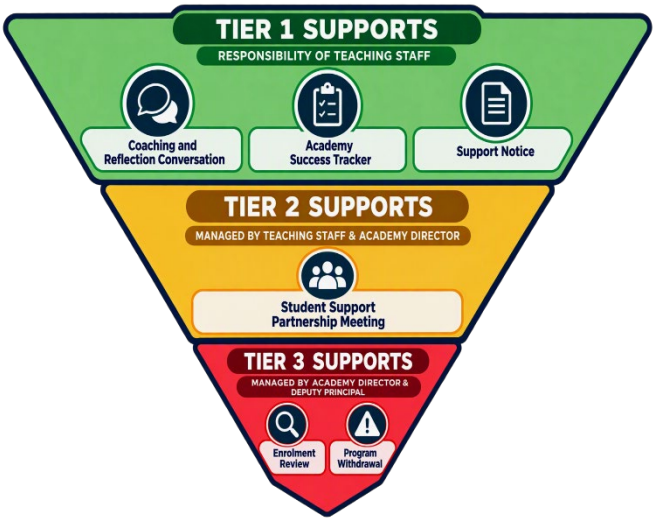
Where payment responsibilities are not met and/or concerns rectified in a timely manner:

- Student removal from VPSHS academy program (timetable change facilitated)
- Any costs incurred through VPSHS Academy activities will be invoiced to the student's account.

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VPSHS Academies - Code of Responsibilities – Support Strategy

The VPSHS Academies Support Strategy is designed to provide a proactive, supportive and graduated approach when students require assistance to meet the. The focus of the process is always on helping students learn from challenges, strengthen positive behaviours and develop the habits, attitudes and skills required for sustained success within their Academy program.



Support measures are implemented through a three-tier framework, with increasing levels of intervention and partnership as required. The process prioritises coaching, reflection, clear communication and collaboration between students, families and Academy staff. At each stage, the overarching goal is to support every student to uphold the VPSHS Academies Code of Responsibilities while maintaining the integrity, values and positive culture of the Academy.

Tier 1 Supports

Where VPSHS Academy staff become aware of any student requiring support to engage with the Code of Responsibilities the following support process will be applied by **Academy Teachers**:

1. **Coaching and Reflection Conversation -** The student will participate in a supportive conversation with a staff member in order to:
   - Clarify Academy expectations.
   - Reflect on the behaviours and their impact on self and others.
   - Identify strategies for future success.
   - Restore relationships or address any concerns where appropriate

2. **Academy Success Tracker -** Where a student would benefit from additional support to consistently demonstrate the expectations outlined in the VPSHS Academies Code of Responsibilities; they may be placed on an Academy Success Tracker. The purpose of the Academy Success Tracker is to provide structured support, regular feedback and opportunities to celebrate positive progress. This process will:
   - Make the student's alignment to the VPSHS Academies Code of Responsibilities visible and measurable.
   - Provide regular check-ins and coaching from Academy staff.
   - Support the student to develop positive habits and accountability.
   - Recognise progress and celebrate success throughout the monitoring period.
   - Identify any additional support strategies that may assist the student's success.
   - Establish a clear timeframe for monitoring, review and feedback.

3. **Support Notice** – where a student requires continued support to meet the expectations outlined in the VPSHS Academies Code of Responsibilities, they will be provided with a notice of support, This notice will:
   - Clearly outline the area(s) requiring improvement.
   - Identify agreed support strategies and expectations.
   - Be shared with parent/carer(s) to strengthen home-school partnership.
   - Be recorded as a OneSchool contact.
   - Establish a timeframe for monitoring and review.

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Tier 2 Supports

Where concerns continue following a Coaching and Reflection Conversation and the issuance of a Student Support Notice the following support process will be applied by **Academy Teachers and Directors**:

1. **Student Support Partnership Meeting -** will be arranged involving the student, parent/carer(s) and Academy staff. The purpose of this meeting is to:
   - Strengthen the partnership between the student, family and school.
   - Celebrate the student's strengths and positive contributions to the Academy.
   - Discuss the ongoing concern(s) and any factors impacting the student's ability to meet expectations.
   - Review supports and strategies already implemented.
   - Collaboratively identify additional actions, goals and support measures to assist the student's success.
   - Develop a clear improvement plan, including agreed expectations, responsibilities and review timeframes.

   A summary of the meeting and agreed actions will be shared with all participants and recorded as a OneSchool contact.

Tier 3 Supports

Where **Academy Directors** become aware of a significant concern regarding student behaviours and/or conduct misaligning with the VPSHS Academies Code of Responsibilities, action will be taken to protect the integrity, values and reputation of the VPSHS Academy program. This may include:

1. **Enrolment Review -** a review of the students' ongoing participation in the Academy will be conducted by the Academy director and relevant deputy principal/s.

2. **Program Withdrawal -** Following a review of the circumstances, a student may be withdrawn from the VPSHS Academy program. Where a decision is made to withdraw a student from the Academy:
   - Parent/carer(s) and the relevant Deputy Principal will be notified.
   - The outcome will be recorded as a OneSchool contact.
   - The student's timetable will be amended as soon as practicable to transition them from Academy classes and activities.
   - Appropriate transition support will be provided to assist the student in moving successfully into their revised educational program.

     Conditions of Program Withdrawal
     - Withdrawal from the Academy program will apply for the remainder of the calendar
     - Academy fee refunds will not be available.
     - Where a student is the recipient of an Academy scholarship, any remaining scholarship allocation will cease upon withdrawal from the program.