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What is the Padua Teaching and Learning Vision?

The graphic features a dark brown background with a gold-colored wave pattern at the bottom. On the left, the Padua College logo is displayed. In the center, the text 'TEACHING AND LEARNING Vision' is written in gold. On the right, the Padua College crest is shown. A white text box is overlaid on the graphic, containing the following text:

Within the context of the Padua College Mission, and inspired by the life of St Francis, the Teaching and Learning Vision is to strive to provide an environment that supports staff and students in maximising their academic, personal and career potential.

This is done in order to allow all members of the Padua community to grow in wisdom, faith and knowledge, develop their capacity as a lifelong learner and build a range of critical thinking strategies.

The Vision will be enacted in the following ways:

- Making learning visible by establishing a culture of supported, self-directed learning
- Developing mindfulness and self-awareness within students
- Providing timely and meaningful feedback
- Empowering students with the skills necessary to navigate the ever changing digital age
- Explicitly teaching problem solving strategies
- Encouraging open communication with students, staff and parents
- Valuing and catering for diverse learning needs and situations
- Recognising that academic success takes different forms for different students
- Providing meaningful learning experiences

How do I apply for a Term Time Absence?

Any absence that is not medical related and that extends more than one day in length is considered to be a Term Time absence. Given that all assessment and school related events are planned based on term time as per the College calendar, approval must be sought and the College must be informed via the Term Time Absence Process. The process and notification form can be found at the following link:

<http://www.padua.qld.edu.au/teaching-and-learning/curriculum/term-time-absence/>

What is the process if my son is absent from school when an assignment is due?

All assessment is due digitally by 8am the morning of the due date. If a paper copy is required, then that must be submitted on the first day back at school following the absence. If your son is unable to submit due to a medical related reason, parents are expected to communicate with the teacher involved. This is a separate communication to informing the College that your son will be absent.

What is the process if my son is absent from school when an examination is to occur?

Parents are expected to communicate directly with the teacher involved, usually via email. This is a separate communication to informing the College that your son will be absent. A medical certificate is expected to be presented to the teacher upon return to the College.



How is my son expected to present his class work?

Written

- a margin, date and headings;
- legible writing and neat presentation of visual work;
- coherent and correct expression;
- all other guidelines as set by the subject teacher.

Digital

- correct file structure as per IT training provided to staff
- a folder for each subject in should be created
- date and headings for typed notes

What Equipment should my son be taking to class?

All students are expected to bring the following equipment to class each lesson unless otherwise specified by the teacher:

- Exercise book
- Writing equipment
- Electronic Device
- Textbooks that are not digital/Novels
- Any other equipment stipulated by the teacher for that subject

Failure to bring the correct equipment to class on multiple occasions will result in an Academic Detention being issued.

What can I expect in regards to Homework?

The setting of Homework is at the discretion of the class teacher but the following factors will be taken into consideration:

1. The term Homework refers to the following types of activities set for students at home:
 - a. skills practice
 - b. inverted classroom activities (doing new work at home that is broken down and taught in subsequent lessons)
 - c. revision
 - d. guided assessment preparation
 - e. student devised assessment preparation
 - f. reading course required material including text chapters, novels etc.
2. In Years 5-9, students are expected to do 30 to 90 minutes of homework per night overall.
3. In Years 10-12, students are expected to do 2 to 3 hours of homework per night overall.

Homework is an important aspect of the learning process required for success in that subject. Years 5 and 6 tend to have weekly based homework while Years 7 to 12 tend to have nightly homework.

Homework is an important learning experience for students, designed to teach students how to study, the study skills specific to the subject area and the subject specific processes required for success in that subject.



What are the consequences for non-completion of homework?

- Non-completion of homework will be dealt with as appropriate by the teacher in the first instance.
- Consistent non-completion of homework will be communicated to parents usually via email and an Academic Detention will be issued.
- Persistent homework defaulters will be brought to the attention of relevant Guardian and Head of Curriculum for further follow up.

Where does my son record his homework?

The diary tool at Padua College is the Calendar function on the student's email account. The Calendar function allows for off-line use, can be linked to the Blackboard Calendar and is quick to use. The linking of the Blackboard calendar to the iPad calendar was completed at school at the beginning of the year.

NOTE: Each individual student is responsible for entering their own Homework in the time provided by teachers at the end of the lesson.

What is the difference between the Blackboard Calendar and the Email Calendar?

The **Email Calendar** is the location for students to enter their nightly/weekly homework and any other notes to themselves.

The **Blackboard Calendar** is the central location where teachers log assessment dates, excursions etc. that relate to the entire subject cohort. Students have had their iPad and Blackboard calendars linked so that the Blackboard calendar feeds directly into the iPad calendar, making the iPad calendar a central source of dates.

Instructions on how to link to the Blackboard calendar can be found at the following location:

<http://www.padua.qld.edu.au/technology/resources/support-sheets/>

How do I find what assessment my son has due?

There are three ways to do this:

1. An **Assessment Calendar** is published at the beginning of each term. Some things you need to know about this calendar are:
 - a. This is a static calendar and can be subject to change
 - b. Due dates are published as weeks based on the College Calendar
 - c. This is a good place to find out what assessment work your son has for the term across all of his subjects
2. Assessment Dates are entered into the **Blackboard Calendar** the day a task is issued (usually 2 to 4 weeks prior to the due date). This calendar will have a specific date and is the most up to date calendar available.
3. A **Task Sheet** will be issued in digital form on Blackboard (and paper in some cases) and this document will have the specific date listed. However, please note that any changes made will be announced via the Blackboard calendar which is always the most up to date calendar.



What is a reasonable time to expect marking to be completed?

Final Copy – We ask staff to return completed assessment to students no later than 3 weeks from the due date of the good copy.

Drafts – We ask staff to return drafts where possible within 48 hours of it being received. It should be returned to students no later than 3 days prior to the final due date in order to ensure that students have sufficient time to action the feedback given.

Please Note – Drafts submitted to the teacher later than the draft date, may not be marked.

Will I get to see my sons marked assessment?

Yes – please see below:

Years 5 to 10

- All assessment items for Years 5 – 10 are kept in a folio of student work to be returned at the end of the school year.
- Marked assessment is provided to parents in two ways which is decided upon by each individual faculty:
 1. Physically – the marked task is sent home with the student so that parents have the opportunity to review it with their son. It is then to be signed by parents, returned to the teacher and put into the student's folio. In this option, the onus for lost work rests with the student.
 2. Digitally – students are given time in class to photograph their marked assessment and are asked to communicate that (preferably via email) to their parents.

Years 11 and 12

- Due to QCAA requirements, assessment in Years 11 and 12 are not sent home. All assessment items for Years 11 and 12 are kept in a folio of student work that is to be stored by the College as per QCAA requirements.
- Marked assessment is expected to be seen by parents and thus teachers provide time for students to photograph their marked criteria sheet and email those photographs to their parents.
- Should a parent request to see complete marked assessment, they need to make at time to see the teacher, preferably during PT Interviews.

What should I do if my son injures himself, is ill, or needs Special Provisions of some description for exams?

Special Provisions at the College are overseen by the Head of Curriculum 5-9 bdownes@padua.qld.edu.au and the Head of Curriculum 10-12

pmansfield@padua.qld.edu.au as appropriate. Should you believe that Special Provisions are required by your son, please direct your enquiry to the relevant person listed above.

Is my son entitled to Special Conditions on exams?

Special Conditions apply only for students identified by the Learning Enrichment Centre (LEC). If that is not the case, then your son may be entitled to Special Provisions as outlined above.



What is the process if my son requires an extension for a piece of assessment?

Students in all year levels must apply for an extension prior to the due date by approaching their teacher and completing an extension application form available on the College Website at <http://www.padua.qld.edu.au/teaching-and-learning/curriculum/years-10-to-12/>

What is the process that will occur if my son does not submit assessment work on the due date or submits it after the due date?

Students in class on the due date:

Should a student be in class and not have assessment ready to submit on the due date and not have an approved extension, the following steps will be actioned by the teacher:

1. The student will be given the remainder of the lesson to prepare work to submit. This can either be handwritten or typed. If a student has a draft or similar either in written form or typed form, it is expected that they add to the draft and submit that prior to departing the lesson on the due date. This will be marked as their work unless they are able to prove that their work was completed but not brought to school. Should this be the case, the relevant Head of Curriculum, in consultation with the Vice Rector Teaching and Learning, will make the final decision as to what is marked and recorded for the assessment item.
2. The student will be given a Friday Academic Detention.
3. Parents will be informed of the Academic Detention and the reason for it via email.

Students not in class on the due date:

Should a student not be in class on the due date, not have an approved extension, and not have emailed or uploaded the assessment to the class teacher, the following steps are to be actioned:

1. The student will be given a Friday Academic Detention.
2. The marked draft or check date work will be marked as the final piece of work. Should a student not be able to produce the marked draft, then they will be given one period upon their return to complete work to be submitted. No other work will be marked.

PLEASE NOTE: Communication from the parents following the submission date normally will not qualify the student for an extension unless extenuating circumstances exist.

Should my son expect feedback on a draft?

Yes, you can expect that feedback be provided on all drafts. However, please be aware that feedback can be given in written form or orally via one on one consultation. If you feel that your son has not received sufficient feedback, please contact the teacher directly in the first instance, followed by the relevant Head of Curriculum should that be required.



What is the difference between a Draft Date and a Check Date?

Draft Definition

- A draft is the students attempt at the final assessment type.
- A draft has two purposes:
 1. for the purpose of ensuring the student has completed sufficient work to be able to complete the task by the due date
 2. to provide the student with the opportunity to receive feedback on what they believe to be a finished product
- the draft due date should be no later than one full week prior to the due date – **a draft submitted after the due date should only be marked after consulting the relevant Head of Curriculum.**

Check Date Definition

- A check date is not a draft in that it only meets point one above and does not allow for feedback to be given. A check date is asked for in the following instance:
 1. Where the teaching team has deemed a draft not appropriate – this can be for a range of reasons including syllabus requirements and type of task
 2. Where the task is quite large and the teaching team has decided that students would benefit from the task being broken into smaller chunks

Are there Exam Blocks at Padua?

Year 11 and 12: There are external exam blocks each term for Year 11 and 12 students. The exam timetable is created by the Vice Rector Administration following consultation with Heads of Curriculum

Years 5 to 10: There are no exam blocks for these year levels in Terms 1, 2 and 3. There is an end of year internal exam block for Years 8 and 9, and an external exam block for Year 10.

Will my son be given a study guide or revision notes prior to an exam?

Yes. This will most likely be in digital form available via Blackboard. Alternatively, it may be written down in class by your son. If you feel that your son has not received a study guide or revision notes, please contact the teacher directly in the first instance, followed by the relevant Head of Curriculum should that be required.

What are Academic Detentions and why are they given?

Academic Detentions run every Friday afternoon in Sem 4 on the Assisi Campus. Academic Detentions are usually given for the following reasons:

- Non-submission of assessment
- Repeated non-submission of homework
- Repeatedly not bringing appropriate materials to class



Is Assessment at Padua Moderated?

Moderation of marked assessment is expected to be undertaken by staff for all assessment prior to student work being returned. Each Faculty has their own specific process but moderation generally consists of a representative sample (an A, B, C and D) being swapped amongst teachers and discussed. Moderation is a process designed to support consistency of teacher judgement across a teaching team.