

# CHRISTCHURCH RUDOLF STEINER SCHOOL

## School Management

### NAG 1 - Student achievement and assessment

#### Procedure – .6 STAR & Gateway Program delivery

National Administration Guideline 1(vi) states:

'It is the responsibility of schools to provide appropriate career education and guidance for all students, in Years 7 and above, with particular emphasis on specific career guidance, for those students who have been identified by the school as being at risk of leaving school unprepared for the transition to the workplace or further education / training'

### Aims

- 1) To assist all students at Christchurch Rudolf Steiner School to make informed decisions about their future educational, training and employment pathways.
- 2) To enable students from Christchurch Rudolf Steiner School to compete equally in the workplace, whichever career they choose.
- 3) To enable students from the Christchurch Rudolf Steiner School to complete at minimum NCEA level 2, if necessary over several years, starting with class 10 students.
- 4) All STAR courses need to attract a minimum of 10 credits per student.

### Secondary/ Tertiary Alignment Resource (STAR)

STAR funding is provided for a specific purpose, and should be used for that purpose alone. Class 10 to class 12 students are eligible to attend STAR courses.

STAR funding:

- is a capped resource available to state and integrated schools
- is roll related, and year 11 to year 13+ students generate the funding pool
- goes into the school's operational grant, where it is tagged for the purposes of STAR
- calculations do not cover foreign fee-paying students and adult students.

### STAR excluded list (SEL)

School subjects, for which there are achievement standards and non-vocational unit standards as well as religious study courses, will not be resourced using STAR funding and can be found on the STAR excluded list (SEL)

### STAR Courses

These courses give students an opportunity to discover and examine study pathways and participate in work-based learning experiences beyond school. Students are able to see the range of courses available on the noticeboard outside the upper school office or talk to the STAR coordinator about courses they wish to explore.

- Courses are available throughout the year to classes 10, 11 and 12
- Students are encouraged to participate in those courses in an after school or holiday programme situation.
- At risk students are able to attend STAR courses not longer than two days duration per course term time in coordination with the academic dean.

- Senior students are entitled to one STAR course of choice throughout the year.
- Senior students on Job Search receive assistance in their preparation for leaving school, including attending STAR courses and Work Experience placements, sometimes leading up to Youth Training options.
- Once a commitment has been made to attend a STAR course it must be kept. Any absence from the course is to be covered by a note from a caregiver. If the absence is 3 days or more, a doctor's certificate is required. In the event of an unexplained non attendance, it is the responsibility of the student and family to reimburse the fees in full to the school.
- An abuse of this privilege (including not returning home work, related to a STAR course, in a timely fashion) means that the student forfeits the right to attend future STAR courses.

### ***The Gateway Programme***

The Christchurch Rudolf Steiner School is offering students the opportunity to participate in the 'Gateway Programme' which enables students to look at a structured workplace learning opportunity in an industry of their choice.

- The learning is hands-on and practical and assessment is done in the workplace for industry-specific unit and achievement standards which contribute to NCEA with a minimum of 20 credits.
- It typically involves students going on placement in their chosen profession for one day per week.
- Placements can be between 10 and 30 weeks
- Preference is given to students who have a proven track record of being able to keep up with the work. This includes Main Lesson work, where the student has to undertake to complete the requirements in a timely fashion.
- Students are identified in term 4 of the previous year in consultation with the Gateway Coordinator, the Careers Advisor and the Academic Dean and are encouraged to interview early in term 1.

All external providers must be accredited for the standards to be assessed and have a current Memorandum of Understanding with the school. If a provider is contracted to the school, then the students will be assessed under the school's accreditation system.

Work-based learning experiences and courses run off site involve additional risks for students. The STAR & Gateway coordinator will ensure that relevant, specific issues will be covered in the Memorandum of Understanding.

Date: 12 August 2015

Signed



Responsibility for administrating this procedure Management

Responsibility for review: Management

Review Date: August 2018