



VCE PARENTAL NOTIFICATION OF STUDENT AT RISK

In each Unit at VCE your son completes internally assessed pieces of work called "School Assessed Coursework" (SAC) and for these he receives a score/percentage. He will also complete external examinations for Unit 3 and 4 subjects. The overall assessment of each Unit is measured on whether the "Outcome" (key learning/skills) has been demonstrated by the student – this is reported as either "Satisfactory" (S) or "Not Satisfactory" (N) by the subject teacher. One criterion which needs to be met in order to successfully complete VCE is the attainment of at least 16 Units over Years 11 and 12; a second criterion is attendance – if attendance is below expectations without reasonable evidence explaining the absence (such as medical certificates) then an "N" will be awarded regardless.

A "VCE parental notification of student at risk" letter informs parents/guardians of issues with their son's level of performance in a Unit which, if unaddressed, would lead to a low results or to an award of an "N".

Student Name:	
Subject:	
Subject Teacher:	
Date of Notification:	
Tutor Group Teacher:	
House Coordinator:	

In the VCE Unit named above, your son's current performance level indicates that they are at risk. 'At risk' means one or more of the following:

Your son's standard of work or the standard of an assessment piece is low

Your son's level of unexplained absences is high

Your son has not completed set work – work has not been done

If your son was to continue with his present motivation and level of assessments he would be in danger of receiving an 'N' overall.

Your son is at risk in this Unit for the following specific reason/s:

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In order to not be “at risk”, your son should, or is required to do the following:

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If you require further information, please contact:

Name:	
Phone:	9582 5999
Email:	

We thank you for your support.

Approved & Signed by VCE Administrator:	
Date Received by VCE Administrator:	

If you have any further comments then please contact the most appropriate person listed on this document.

- Subject specific information should be addressed to the subject teacher.
- VCE information or questions should be addressed to Mr Phil Devlin (pld@stbedes.catholic.edu.au).
- Pastoral specific information should be addressed to either your son's Tutor Group Teacher directly or to his House Coordinator.