

Secondary Tertiary Alignment Resource (STAR) Policy

Rationale

The STAR is an important grant used by Westlake Girls High School to meet the identified learning needs of students that cannot be catered for within the traditional school curriculum and to give students a chance to explore career options. In particular, it is to be used to:

- (i) facilitate transition to the workplace for students, particularly those intending to go straight into the workforce or those likely to leave school without any formal qualifications;
- (ii) provide or purchase tertiary-type courses which will better meet students' needs, which will motivate them to achieve, and which will facilitate their smooth transition to further education, training or employment.
- (iii) support students to explore career pathways, and help them make informed decisions about their schooling and future work or study.

It is the responsibility of the STAR Coordinator to ensure that these priorities underpin all funding allocation decisions.

Identifying students' needs and interests

Students who are potentially at risk of leaving school unprepared for the transition to the workplace or further education/training, are identified by the school in the following ways:

- STAR Coordinator to consult with Deans and other staff (Counsellors, Assistant Principals, Deputy Principals) to discuss individual students
- School systems for monitoring individual student progress include provision for the STAR Coordinator to be informed and involved when appropriate
- On-going monitoring of individual students' career aspirations and training opportunities

Referral process

The STAR Coordinator will have a clear process that all staff can use to refer students who might benefit from a STAR funded course.

The place of externally provided STAR funded courses.

Participation in an externally provided STAR funded course is seen as an important educational opportunity.

Memoranda of Understanding

Other than for enrolment in university papers, a Memorandum of Understanding will be set up for each course. This will outline what is to be delivered, any unit standards or other qualifications the students will work towards, relevant health and safety arrangements, expectations around reporting absences, format and timeliness of student results, the sharing of student evaluations, course costs and situations under which costs may be refunded.

Participation in courses run off-site

Students attending courses off-site are still considered to be the responsibility of the school. They are ambassadors of the school. To meet these responsibilities:

- Students are expected to be neatly and tidily dressed when attending STARS courses.
- Exemplary behaviour is expected at all times.
- Students are to attend all sessions unless illness prevents them from doing so.

Risk management

Courses run off-site involve additional risks for students. Relevant health and safety issues should be investigated and addressed by the STAR Coordinator at the time placements are investigated.

Informed consent

STAR funded courses are important educational opportunities, and are school activities. Attendance and participation in courses run off-site requires commitment from all parties. For this reason, informed consent needs to be obtained from all involved.

- Students and parents must give their consent to attend, and agree to all conditions made around that attendance. This includes catching up essential work missed through absence from class.
- Classroom teachers must give their permission for the student to be absent from class for the duration of the course. Consent will only be withheld where attendance will jeopardise achievement opportunities.

Attendance

The Memorandum of Understanding will outline agreed procedures for reporting absences, both to the provider and to the school.

Students need to be made aware of the attendance requirements and to have a written explanation of the procedures to follow in the event of an unavoidable absence.

Information about student attendance will be given to the person entering student attendance information.

Evaluations

All students participating in STAR funded courses will complete an appropriate evaluation form at the end of the course.

Finance

The STAR programme is a fund that is used for the purpose for which it is intended. To ensure this happens:

- the Finance Administrator will hold the funds in a separate account or set of accounts and will have in place systems to ensure that the use of the funding can be identified;
- The Principal may delegate financial authority for the STAR funding to the HOD Careers who will be responsible for the allocation of the funding;
- the HOD Careers is responsible for maintaining records for accountability purposes, in particular for reporting to the Ministry of Education;
- a report on the use of the funds will be presented to the board as part of the annual report on the use and impact of the STAR.

The STAR is not an unlimited resource. It is the responsibility of the HOD Careers, in consultation with the Curriculum Executive and then the SLT to make decisions on the best use of the funding where conflicting priorities exist.

Review

Each year the effectiveness of the programme offered to students will be reviewed. This will involve:

- 1) Reviewing student evaluations to evaluate the quality of external providers.
- 2) Reviewing the effectiveness of the programme for students: number of credits gained, impact on students motivation in regular classes
- 3) Reviewing the overall programme, considering more cost-effective ways of delivering the programme, and developing proposals for implementing these.
- 4) Completing the review forms for the Ministry of Education

The results of the annual review will form part of the annual report to the Board of Trustees.

Responsibilities

The HOD Careers will prepare a report for the Principal which will include an outline of the programme being carried out and the impact of the programme on student learning.

February 2016
Date (Policy Effective from)

2019
Review Date

Signature

