

Tweed 5

Memorandum of Understanding

Version 3

1/6/2011



Banora Point High School



Tweed River High School



"Endeavour To Achieve"

Kingscliff High School



Murwillumbah High School



Wollumbin High School

Memorandum of Understanding

The Shared Curriculum Project will focus on:

- improving student access to their preferred course options;
- building teacher capacity amongst the staff of the T5 schools;
- improving student levels of achievement in targeted subjects;
- promoting a positive image of public education within the community.

Definitions:

Normal mode courses are those taught in a particular school by the staff of that school, using resources of that school and delivered to students of that school.

Shared mode courses are those courses taught by a teacher to students from a variety of schools. Shared mode courses may be delivered by a variety of methods.

Agreed Set of Principles

Organisation:

1. During all discussions and negotiations, the T5 Leader will not advocate for any particular school.
2. Any structures put in place during T5 should be sustainable without future funding.
3. Correspondence and discussions on any T5 issue between T5 Principals, T5 Executive Officer, T5 Leader and T5 Co-ordinators must be minuted and distributed to all.
4. Regular updates on progress towards the T5 goals will be provided to Principals, Co-ordinators, P&Cs and NSWTF by the T5 leadership group and the T5 Leader.
5. Schools will organise their own subject information sessions with students and parents using the T5 course information booklet as a starting point.
6. Each school continues to take responsibility of ensuring individual students choose a pattern of study that meets the student's post school aspirations.
7. An ongoing register of the number of students each school loses and gains with shared mode courses be kept.
8. Every endeavour is made to "balance" the register within any calendar year. However, balances can be made in subsequent years.
9. School enrolments in OASIS are not to be adjusted to reflect any shared mode course students.
10. Board of Studies entries must indicate which school actually delivered the course.
11. In order to maximise course delivery time and facilitate equitable assessment practices there needs to be co-ordination and alignment of: subject selection information and procedures; senior examination weeks; T5 shared mode examination times and T5 shared mode assessment times in 2012 and 2013.

12. For organisational purposes, school delivered VET courses and their administration do not come under T5 organisation. The preT5 DEC/TAFE/BOS administration protocols remain.

Improving Student Access to Courses:

13. There should be no predetermined curriculum lines in any school.
14. All course offerings in schools are done in response to student demand.
15. Each school can determine the minimum number of students required to start a *normal mode* class based upon individual school circumstances. Classes of at least 12 students are recommended.
16. Only Board Developed courses, both Category A and B, will be offered in shared mode.
17. Only students seeking an ATAR will be considered for inclusion in shared mode courses unless special consideration is requested by a Principal.

Shared Mode Courses:

18. Any shared mode delivery must be organised consistent with the Crown Employees (Teachers in Schools & Related Employees) Salaries & Conditions Award 2009. Part 18. Alternative Work Organisation
19. Any shared mode courses approved for delivery in Year 11 must be guaranteed for students wishing to continue in Year 12 the following year.
20. Any normal mode courses established in Year 11 must continue in normal mode for students wishing to continue in Year 12 the following year unless negotiated otherwise by all relevant stakeholders.
21. T5 shared mode delivery is multi modal. The final mode offered to students will be dependent on the specific circumstances of each case. Some examples may see students travelling between school sites while others may use video conferencing, *Bridgit*, Polycoms or the DET Moodle.
22. Any shared mode class should be arranged to ensure full contact time between the teacher and students.
23. After quality of delivery is assured, the least intrusive shared mode option to the majority of students will be the option recommended by Principals.
24. T5 shared mode courses will be arranged considering the continuing commitment all schools have to physical activity and sport, including the Tweed Valley Sport Competition.
25. No shared mode option will be confirmed without final approval of the T5 Principals.
26. In recognition of the complexities of some shared mode delivery types, the maximum class size for all shared mode courses will be 20 students, unless otherwise negotiated with the teacher.
27. Consistent with normal mode courses, not shared mode course will have more than 24 students enrolled. Consideration will be given to any special Board of Studies course requirements when determining the maximum number in a shared mode class.
28. The choice of texts and/or options is to take place prior to the start of the course to ensure effective use of available resources and to provide a curriculum delivery guarantee in the event of teacher illness or misadventure.

29. Any new resources required to deliver a shared mode course should be purchased and retained by the school of the delivering teacher.
30. Contributions collected for shared mode courses are to be retained by the delivering school. However, funds should be transferred between schools to cover any course expenditures incurred at schools other than the home school.
31. Any shared mode options chosen should reflect consideration of:
- Total number of students wishing to participate;
 - Home school locations of students wishing to participate;
 - Teacher willingness to delivery in shared mode;
 - Teacher previous success or potential at HSC level in the course;
 - Teacher capacity to deliver in the recommended mode;
 - Staffing and school equity issues;
 - Professional learning support needs for the delivering teacher:
 - Availability and type of resources at any site to delivery shared mode course;
 - Proximity of participating schools;
 - Travel options to and from the site;
 - Alignment of times of delivery.
32. When shared mode delivery involves teachers or students travelling between sites, DET documentation and approvals are required.
33. Students enrolled in shared mode classes must agree to abide by a code of conduct relating to attendance, participation and behaviour.
34. Should there be an impasse in deliberations on how best to deliver a shared mode course, a vote of all T5 Principals will occur to finalise the preferred option after thorough discussion and analysis of available data.

Building Teacher Capacity:

35. The provision of high quality instruction will always be the major consideration in any deliberations on shared mode course provision.
36. Equity in school and teacher allocation to HSC courses will be a major consideration in any deliberations on shared mode course provision. This needs to be considered across subsequent years.
37. T5 shared mode classes will be allocated to schools being mindful of a commitment increased capacity to deliver a wide variety of courses in each school.
38. Teacher will be invited to deliver subjects in shared mode as appropriate.
39. Teacher participation in T5 shared mode course deliver is optional and at their discretion.
40. Any teacher, who agrees to deliver shared mode courses, as well as those who will possibly deliver shared mode courses, will be supported in their professional development in course content and delivery technology as required.
41. The T5 group of schools have an ongoing commitment to improve teacher knowledge and skills in a wide variety of HSC courses across all T5 schools.

42. Experienced teachers operating in shared mode will be paired with another teacher, possibly a beginning teacher, whenever possible to guarantee curriculum delivery in event of illness or misadventure of the teacher. Such pairing must be reflected in both teacher's allocations.

T5 Co-ordinator Role:

1. Each school is to appoint a T5 co-ordinator.
2. Support the T5 Program at all times and in all arenas.
3. Promote the benefits of T5 and shared mode courses to students, parents and teachers.
4. Act as open and honest communicator of T5 issues with their school communities.
5. Ensure all course selection data is entered accurately and reflects each student's aspirations for accreditation.
6. Act as a negotiator with other T5 Co-ordinators on all shared mode options involving students from their school.
7. To the best of their ability, facilitate the delivery of shared mode classes as requested by Principals.
8. Ensure all students in shared mode delivery courses are provided with all necessary information to facilitate their participation in the course.
9. In consultation with their school Principal, identify all staff and resources within their school that can assist the T5 Shared Curriculum Project.
10. In consultation with their school Principal, identify any areas of current high quality HSC curriculum delivery.
11. In consultation with their school Principal, identify any HSC curriculum area in need of current support to improve student outcomes. I.e. First time HSC course deliverer.
12. In consultation with their school Principal, identify any curriculum area in need of support to improve or maintain high levels HSC student outcomes in the future. I.e. High quality HSC course deliverer nearing retirement or stepping back from HSC courses.
13. In consultation with their school Principal, identify any teachers with high level skills who are prepared to be assist in improving student outcomes across the T5 schools.
14. Be supported in their role as T5 co-ordinator by being provided with release time as appropriate.