



Manor Lakes
College

Manor Lakes P-12 College
2024 Enrichment handbook for secondary students

Revised February 2023

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About the Manor Lakes P-12 College Enrichment program

Manor Lakes College is dedicated to creating a challenging and engaging curriculum for high-ability learners in both Enrichment and core classes. Typically, our Enrichment students perform above level across multiple subjects, score above the national average in NAPLAN and test above average in the selection tests we administer. To maintain the reliability and validity of the process, we use an external provider called Edutest to administer and mark the tests to ensure that students are assessed fairly. The selection test includes the following components: verbal reasoning, numerical reasoning, reading comprehension, mathematics and written expression. Edutest assesses students across multiple domains to ensure students can demonstrate competency across a wide range of areas.

The Manor Lakes College Enrichment program varies from the mainstream program as high-ability students are grouped together and receive a tailored curriculum to cater to their enhanced capacity. How teachers cater to their Enrichment classes can vary from cohort to cohort as each Enrichment class brings their own unique set of strengths and areas of opportunity. Based on cohort learning data and teacher discretion, students can be:

- Extended - students may receive learning tasks that are challenging and require critical thinking skills. For example, students may complete inquiry projects or create artefacts to demonstrate their understanding of a concept. Extension can also look like students completing more challenging tasks that draw upon demanding cognitive skills such as creating or evaluating, this could involve students creating a proposal to change Australia's voting system and analysing the current system to justify their initiative.
- Enriched - students may receive activities that deepen or broaden their experiences. For example, students may participate in incursions/excursions that relate to the content they are studying. In addition, students may be asked to make connections between what they are studying with world issues to broaden the content they are exposed to.
- Accelerated - students may learn a curriculum beyond their enrolled year level. For example, a student in Year 7 could be exposed to Year 8 curriculum if they demonstrate an understanding of Year 7 content.

Each subject area will have a different approach to supporting the diverse needs of their Enrichment class and in some cases it may not be appropriate for a student to be extended, enriched or accelerated. For example, prior to commencing high school, many students have not been exposed to a kitchen or power tools, thus, it is unlikely that students will be accelerated or enriched through practical activities, however, students can be extended through the theory.

In the Enrichment program, some of the activities that students participate in are group projects, self-led inquiry projects and complex tasks that draw upon their critical thinking skills. Students have access to excursions and incursions from a variety of subject areas such as Mathematics, English, Humanities and STEAM.

2024 Enrichment policies

2023 application process to apply for a position in the 2024 cohort

1. Students must submit an **Expression of Interest form**. This will be available on the Enrichment website, a school newsletter segment and a Compass news entry made by the Enrichment Leader. During application, students will nominate a teacher who can comment on their academic performance and classroom behaviour within the last six months. These teachers will be asked to fill in the [Silverman checklist](#).
2. Students must **register and pay for the Edutest at Manor Lakes P-12 College**. Each year level will have its own Edutest link and the due date will be visible on the Enrichment website, a school newsletter segment and a Compass news entry made by the Enrichment Leader.
3. Students must **sit the Edutest**. If a student has completed the test at another school, the family must email the Enrichment Leader the student's results in order to be considered as Edutest will not send the Enrichment Leader the results. If a student is absent, they should follow Edutest's policies on completing the test at another time; the Enrichment Leader will also email this to families before the test and if a student is absent at the time of the test.
4. The Enrichment panel will analyse and rank students (see **Process for establishing rank** in the Enrichment handbook).

Process for establishing rank

The rank is established by considering a student's level of attendance, behaviour and academic performance from a range of sources by the Enrichment panel. Where possible, the most recent and reliable data will be used to decide the final rank among students to ensure that students are fairly assessed. The College views Edutest and NAPLAN as the most reliable forms of data to assess student achievement and capacity.

Students who have an **attendance rate below 90%** for any unapproved absences will not be considered.

If teachers have raised concerns about any of the following issues in a 6-month period a student may not be considered: refusal to follow instructions, physical violence, abuse, dangerous behaviour, self-exit, truancy or willful damage to school property.

Student NAPLAN data is considered from all NAPLAN domains (Numeracy, Reading, Spelling, Grammar and Punctuation, and Writing). Students are ranked based on the numerical score they attained for each NAPLAN domain which corresponds to the band they are placed in by NAPLAN. We consider all NAPLAN domains to ensure that students can thrive with being extended across multiple subjects in the Enrichment program. Thus, if a student performs at the national average in one or more domains, they may not be considered for the program and their rank may be adjusted accordingly.

Student reports are used to determine student levels across multiple subject areas and students are ranked from 'well above,' 'above,' 'at level,' 'below level' and 'well below level.' The Enrichment panel

closely considers student English and Mathematics performance followed by Science and Humanities performance, however, performance in other subject areas can also be considered. If a student performs 'at level' in multiple learning areas, their application may not progress through to testing because students need to cope with being extended across multiple subject areas throughout the Enrichment program. Student grades are also reviewed, and students are ranked from A+ to Ungradeable.

Students' responses in their written application and their involvement in extracurricular activities may be considered when assessing applications.

After the rank is established, where possible, teachers are informed of the rank and are provided with an opportunity to comment whether or not a student is suitable for testing. **Teachers may not recommend a student for the Enrichment program if the student:** (a) fails to use their class time appropriately; (b) does not take up enrichment opportunities given to them; or (c) does not exhibit many of the qualities of high-ability students outlined in the Department of Education's endorsed tools to identify high-ability students such as the [Silverman checklist](#). If a teacher or teachers do not recommend a student for testing, the Enrichment panel will consider this and the student's position in the rank may be adjusted accordingly.

Selected students will then be offered a place in testing. When test results are received, students will be ranked across the domains tested (Ability tests: verbal reasoning, numerical reasoning; Achievement Tests: reading comprehension, mathematics, written Expression) according to the following criteria: 'Superior', 'Above Average', 'High Average', 'Average', 'Low Average' or 'Below Average'. If a student performs 'Average' in multiple learning areas, their application may not progress because students need to cope with being extended across multiple subject areas throughout the Enrichment program. If two or more students achieve the same grade on the test, NAPLAN, school reports, school assessments, student application responses and involvement in extracurricular activities will be used to determine how these students are ranked.

Process for shortlisted candidates before the new school year

If a position becomes available before the first day of Term 1 in 2024, the following process will be used. The Enrichment panel will refer to the rank established when initial Enrichment applications were submitted and the rank established after testing. No new applications will be considered and students will not need to re-apply since students applied recently and learning data is current.

Process for applying in 2024 if a position becomes available

Step 1: Currently enrolled Manor Lakes College students will submit an **Expression of Interest** form. Only students currently enrolled at the College will be able to apply. Manor Lakes P-12 College will ask students to reapply since new learning/behaviour data is available for students to demonstrate their capacity to be in the Enrichment class. Manor Lakes P-12 College will only advertise and offer a position to a student who is currently enrolled at Manor Lakes P-12 College to ensure there is continuity in the students' learning and to minimise disruption to their education. Manor Lakes P-12 College will open applications to students who have not applied for the program before (as well as applicants who have previously applied) since new students may have enrolled at the College. During application, students will nominate a teacher who can comment on their academic

performance and classroom behaviour within the last six months. These teachers will be asked to fill in the [Silverman checklist](#).

Step 2: The Enrichment panel will assess applications, consult with teachers and rank students based on academic performance, attendance, their application and behaviour (see **Process for establishing rank** in the Enrichment handbook).

Step 3: The top three students from the rank will be contacted about testing and unsuccessful students will be shortlisted. Unsuccessful students will be contacted if a testing position becomes available.

Step 4: Selected students complete the selection test.

Step 5: The Enrichment panel will meet to analyse test results and teachers will be consulted. A rank will be established using the process outlined in the Enrichment handbook to determine the order of preferred candidates. The successful student/students will be contacted and unsuccessful students who completed the test will be shortlisted shall an additional position become available in the program.

Note: If two places become available in one Enrichment cohort within 3 months of each place becoming available, the rank determined in step 5 will be utilised to select who will be offered a place. No new applications will be accepted since recent learning data is available to assess students.

Enrichment Program Student Contract



Manor Lakes
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Dear parents / guardians,

I am delighted to inform you that your child has met the criteria for placement in the college's Enrichment program. This is a select-entry program and only one homegroup of students in each year level across 7-9 are successful in their application for this program each year.

In the program, your child will engage in a tailored and challenging curriculum that will extend and enrich your child's school experience. The teaching and learning will challenge students and provide specific pathways into early commencement VCE subjects. Assessment and reporting will also reflect your child's enriched curriculum.

Once selected for the program, students and parents/guardians must sign the contract below to secure their place. **Participation in the program means that your child is a role model within the college and their behaviour and academic performance will need to reflect this.** This is the purpose of the contract. If your child cannot uphold the college's academic and behavioural expectations, they will be flagged at risk via the process outlined in the Underperforming Students Flowchart. If no improvement is demonstrated within 3 months of this review, they will be exited from the program.

On behalf of Manor Lakes College, congratulations to your child on their placement in the College's Enrichment program. Please feel free to contact me if you have any questions.

Kind regards,

Michelle Magalona

Manor Lakes College Enrichment Leader

Michelle.Magalona@manorlakesp12.vic.edu.au

Enrichment Program – Student Contract:

This contract outlines the college's expectations for all of the Enrichment students in the Enrichment program at Manor Lakes College.

As an Enrichment student,

- I will display the college's values in Aiming High, Valuing Community, Showing Respect and Being Safe.*
- I will strive for excellence and uphold the behaviours outlined in the college's **Secondary Expectations matrix**.*
- My attendance will not fall under 90%.*

*If I display an unwillingness to uphold these academic and behavioural expectations, I will be exited from the program via the **Underperforming Students Flowchart** (found on next page).

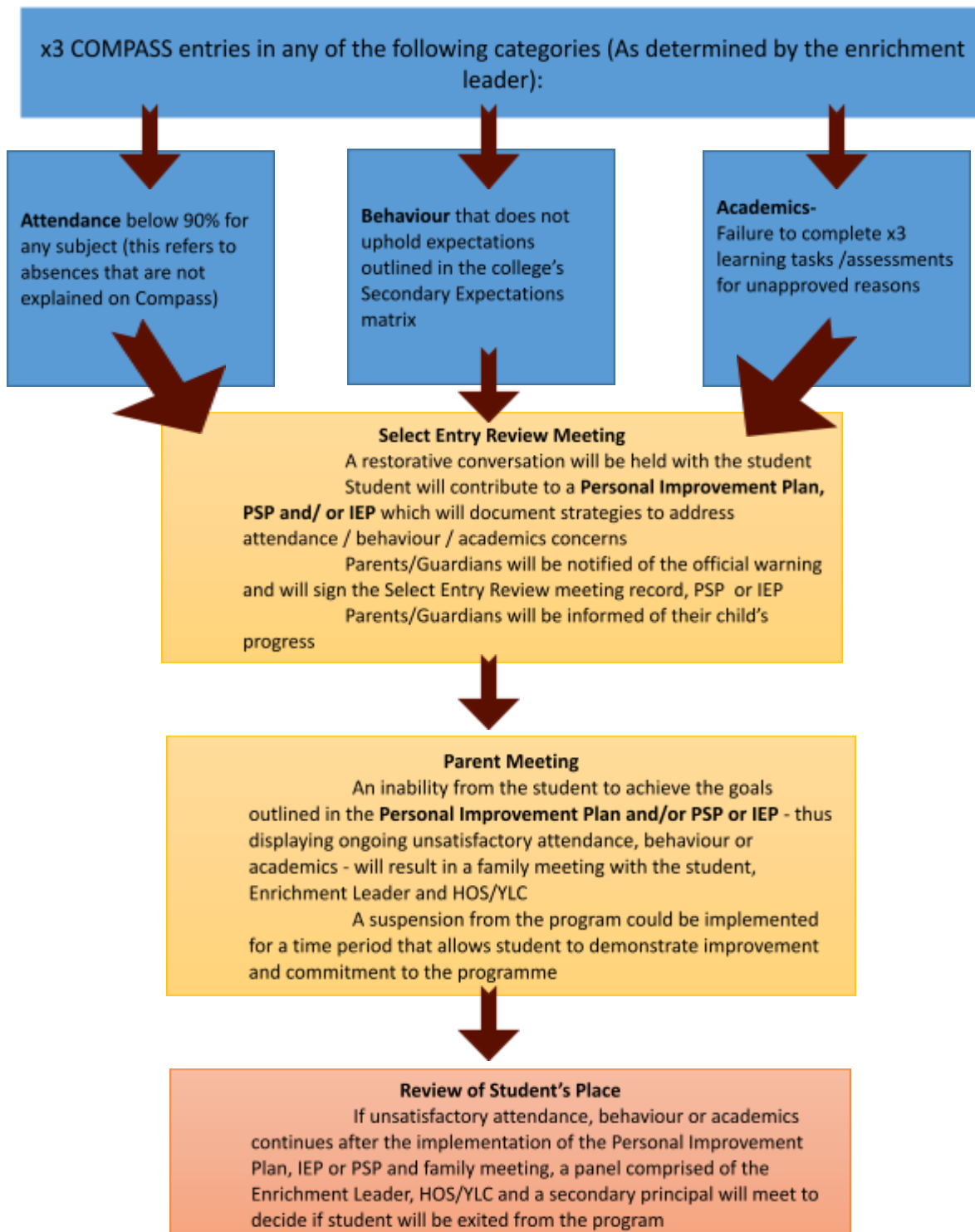
By signing this contract, students and parents are agreeing to the above expectations.

Student's Name: _____

Parent/Guardian Signature: _____

Date: _____

2024 Underperforming Students Flowchart (Enrichment)



*The details for exiting a student shown above are for standard incidents of non-conformity. **Any serious/dangerous incidents will be dealt with separately at a higher level (Head of School, Assistant Principal for Wellbeing and Behaviour and/or Secondary Principal/Principal).***