



viva!

Performing Arts Program

HANDBOOK

Viva! was established in 2017 by Sydney Catholic Schools for the provision of HSC Dance, Drama, Music 1, Music 2 and Music Extension. Face to face classes are held weekly at Southern Cross Catholic College, Burwood.

This handbook is a live document that contains the latest operational details of Viva!.

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KEY TERMS

Host school - the school that the teacher of Viva! course is employed in.

Home school - the school that the students are enrolled in.

Venue - the school where face to face sessions are held.

SCHOOL RESPONSIBILITIES

Summary of host school and home school responsibilities

	HOST SCHOOL (all tasks to be carried out in accordance with the host school's schedules, policies and procedures)	HOME SCHOOL
Pattern of study	Provide school and course number to home schools for NESAs entries.	Enter students into Viva! courses through NESAs. Ensure the pattern of study requirements are met.
Programming	Develop scope and sequence for the course.	Review scope and sequence.
	Develop and deliver teaching and learning programs.	
	Register teaching and learning programs.	
Assessment	Develop the assessment schedule.	Review assessment schedule.
	Administer and mark assessment tasks.	Monitor students' completion of assessment tasks.
	Follow up issues with completion of assessment tasks (non-submission, plagiarism etc).	
Course deliver	Load coursework and resources onto online platform.	
	Monitor students' completion of coursework and provide feedback.	Monitor students' completion of coursework.
	Schedule face to face delivery days and communicate with home school.	Provide students' emergency contact details and medical information.
Reporting	Complete and send out reports to parents (twice per year).	Ensure copies of reports are kept on file.
	Conduct parent teacher interviews.	
	Enter final grades and assessment marks into Schools Online for RoSA and HSC reporting.	

These responsibilities are further articulated throughout the Handbook.

PERSONNEL

Viva! teacher

The Viva! teacher needs to be well prepared to deliver high quality online and face to face learning to a class of students from a variety of Schools.

Key responsibilities of Viva! teacher include:

- the development of assessment schedules, programs, the scope and sequence (demonstrating compliance requirements), work on Canvas, assessment tasks and other curriculum requirements for the online class in keeping with NESAs requirements and host school processes
- the development of digital resources to deliver content and engaging learning activities in an online mode
- effective communication with all home schools to:
 - schedule parent/teacher interviews
 - schedule face to face days and incursions/excursions
 - schedule assessment tasks
 - address any student pastoral concerns
 - be aware of and follow KLA protocols in each school
- the provision of timely feedback to students in relation to their learning (in particular, assessment tasks will be marked and returned to students within two weeks of submission)
- being available for student contact out of normal “school hours”
- reporting to parents on student progress in Viva! course (twice yearly)
the reporting of RoSA grades and HSC school-based assessment marks to their KLA Coordinator (host school KLA Coordinator) within timeframes set by the host school
- retention of assessment results and student work samples (according to the processes of the host school).

Students

Viva! is available to all prospective Year 11 students who, at their Principal’s discretion, would like to study a course that is unavailable on their school timetable through insufficient numbers or a timetable clash.

Students are required to:

- maintain a pattern of study of at least 12 units in the Preliminary year and 10 units in the HSC year, including Viva! course
- be committed to studying both online and face to face, demonstrate self motivation and the ability to work independently
- have access to a reliable laptop device
- negotiate protocols and expectations at the orientation session with Viva! teacher in line with NESAs curriculum and assessment requirements
- satisfy the NESAs course completion criteria for Viva! course.

Principal

Principals or Curriculum Coordinators may contact Eva Spata from Central Office during Term 3 if they have one or more subjects in their Stage 6 subject selection process attracting a small number of students.

SCS Central Office

- Notifies Curriculum Coordinators across SCS of subject availability for the following year
- Collates all expressions of interest and reviews audition videos
- Notifies schools, students and parents of successful applicants
- Organises a Parent Information Zoom to explain expectations of the program
- Organises, distributes and records Principal agreements
- Organises, distributes and records Parents Permission for the program
- Informs parents of Orientation information
- Communicates important information to schools prior to commencement of the program
- Notifies home schools of final HSC ranks. The provision of academic awards to a home school Viva! student is at the discretion of the host school.

Curriculum Coordinator

Host School Curriculum Coordinator:

- ensures home schools have enrolled their students correctly in the relevant Viva! course they are delivering through NESA
- liaises with Viva! teacher and their KLA Coordinator to provide curriculum guidance and assist in coordinating face to face classes, assessment, reporting etc for the students studying courses through Viva!
- ensures students receive Host School Assessment Handbooks and understand the processes regarding illness/misadventure and extensions of time
- ensures home school Curriculum Coordinators receive a copy of the course's scope and sequence and assessment schedule, as well as the host school's assessment policy and procedures for the course's year of delivery (Year 11 or Year 12)
- orders / prepares HSC trial examination papers for students in Viva! courses (e.g. orders NSW Independent Schools or CSSA papers)
- submits RoSA assessment grades and HSC marks to NESA for each student enrolled in a course through Viva!
- ensures school reports are posted or emailed to parents with file copies to the home school office advises home school Curriculum Coordinators about Parent/Student/Teacher interviews and assists with making appointments as needed
- Notifies Arts HQ and home schools of final HSC ranks.

Home School Curriculum Coordinator:

- enrolls students into the host school and relevant Viva! courses through NESA, allocating SCCC Burwood as the host school, with **NESA number 10996**
- ensures processes are in place to monitor the delivery of Viva! course and the home school students' progress in the course
- liaises with Viva! teacher and / or host school Curriculum Coordinator regarding face to face days, assessment, reporting etc for the students studying courses through Viva!
- provides the host school with emergency contact details (addressee, address etc), students' medical information, information about disabilities/learning difficulties and appropriate adjustments (including disability provisions) if applicable
- liaises with relevant staff (e.g. Pastoral Coordinator) regarding any pastoral issues communicated to them by Viva! teacher.

Home school Curriculum Coordinators should be aware of their responsibilities in outsourcing a particular course to an external provider, as described in the **Registration Systems and Member Non-Government Schools (NSW) Manual**, section 5.2.3.

Curriculum Coordinator

The host school Curriculum Coordinator provides support to Viva! teacher in the development and delivery of programs and assessment, including:

- ensuring all compliance requirements are satisfied
- ensuring all NESA requirements are satisfied
- signing off on all assessment tasks, marks and grades (as for all other subjects in the faculty).

IN-COURSE OPERATIONS

Orientation Day

In November of Year 10, students attend an Orientation Day held at the host school. This is communicated once enrolments have been confirmed.

Course delivery

The Viva! teacher will deliver the online course alongside their face to face teaching load at their school. The Viva! teacher will be encouraged and supported throughout the school year to ensure:

- a tight lesson structure is implemented where weekly lesson goals and learnings are clearly articulated
- backup lessons are available in case of absence or technical failure
- access to the work on Compass is available to students
- pre and post tests of units of work are conducted and teaching programs are adjusted to respond to this information
- assessment tasks are marked and feedback given to students within two weeks of submission.

Face to Face Sessions

Students will attend **weekly** face-to-face lessons from 1:10pm to 4:30pm, at Southern Cross Catholic College, Burwood. Students are expected to be on time to all lessons, and to be in attendance for the **full duration** of each class. They will be given a break approximately half way through the period.

Students are to come prepared for all face-to-face classes. Preparation may include rehearsing a set piece of music/dance or scene, bringing their scores/scripts, recordings and instruments, and ensuring their device is fully charged for each lesson. Music students must have access to a composition application or program. Students are also to bring headphones to every lesson.

Ex/Incursions

Students will at times be required to attend Ex/Incursions as part of their coursework. The Viva! teacher will schedule Ex/Incursions at the commencement of the year in consultation with students and the home school Curriculum Coordinators. The Viva! teacher will distribute permission notes to inform parents and students of timings, venue, travel arrangements and costs, using the host school's letter format, at least two weeks prior to the ex/incursion.

The Viva! teacher will follow the host school's procedures in relation to setting and carrying out Ex/Incursions, including conducting risk assessments and retaining student emergency contact and medical information.

Registration

The Viva! teacher is to follow the normal processes of the host school, consistent with compliance requirements, for registration of coursework. All courses run through Viva! will be taught in accordance with NESA syllabuses and follow an assessment program that meets requirements for the Record of School Achievement and Higher School Certificate, as articulated through the NESA website.

Assessment and Reporting

- Assessment tasks will be scheduled by the beginning of each school year.
- Students will receive an Assessment Handbook from their host school which will include the assessment schedule for the Viva! course. Students are to follow the assessment rules and procedures for the Viva! course as set by the host school.
- Examinations and in class tests are to be scheduled at the same time across participating schools. For CSSA or NSW Independent HSC Trial papers, scheduling will adhere to their published examinations timetables and security periods
- At times, the host school requests examinations to be held on site. This will be communicated by the host school directly with Curriculum Coordinators at the home schools.
- Parent teacher nights are scheduled by the host school. Home school students and parents will be informed in advance to arrange an interview time with the Viva! teacher at the host school.
- Reports on student progress in the Viva! course are issued to parents twice a year, as is the process for all subjects. The Viva! teacher will prepare the report, using the host school's reporting processes and format, and will forward the report to parents, providing a file copy to the home school.

Communication

Communication between schools, parents and students is vital to the smooth running of courses in Viva! Some key communication elements include:

- The Viva! teacher is to liaise with the host school Curriculum Coordinator in relation to the development and delivery of the course's scope and sequence, programs and assessment schedules.
- The home school Curriculum Coordinators should communicate with relevant staff (e.g. Pastoral Coordinator) regarding any pastoral issues communicated to them by the Viva! teacher.
- The Viva! teacher is to have a contact person (Supervisor: Creative and Performing Arts from Sydney Catholic Schools) and meet with them to address issues as they arise.
- The Viva! teacher is to be available for interviews during the normal Parent Teacher Interview Sessions twice yearly at the host school.
- The Viva! teacher will provide a student report twice a year, as per the host school's reporting processes and format.

NESA

Students are enrolled with NESA for Viva! Year 11 and Year 12 subjects with SCCC Burwood nominated as the host school. **NESA number 10996.**

Home school Curriculum Coordinators will need to ensure each student studying a course through Viva! is entered into the relevant school and course.

The host school is responsible for submission of RoSA grades and HSC marks to NESA.

Whilst this means that the host school's HSC results will include the Viva! subject, students will sit for their **HSC written examination** for this subject at their **home school. The HSC Practical Examination, including the practical trial, takes place at the host school.**

CSSA / NSW Independent HSC Trial Examinations

Consistent with the HSC Examinations, students will sit for their Trial HSC examination for Viva! subjects at their home school. The host school will purchase external papers if required for all students enrolled in Viva! course and arrange secure transportation of the papers to the home schools in accordance with the **CSSA** and/or **NSW Independent** Trial HSC Terms and Conditions. In the event that a home school has not purchased CSSA / NSW Independent papers in that academic year, the home school Principal will need to sign and return the appropriate Terms and Conditions to the paper provider(s). Security periods for Trial HSC papers must be adhered to.

CENTRAL OFFICE RESPONSIBILITIES

Personnel

The Supervisor: Creative & Performing Arts will liaise with Principals and Office Staff to manage the strategic direction of Viva!, in collaboration with the Principal: Southern Cross Catholic College, and participating Principals. The following is a guide to the general process:

- liaise with schools in Term 3 and Term 4 to determine the cohort for each subject
- provide any additional assistance throughout the year to the participating schools for any curriculum related matters in the delivery and compliance of the online course.
- facilitate the parent information session, planning days and Orientation Days during Term 4
- provide ongoing support to Viva! teachers throughout the academic year.

IN-COURSE OPERATIONS

Parent information session

Year 10 students who will be undertaking a Year 11 course in the following year through Viva! and their parents are invited to attend an information session during Term 4. Students and parents will be provided with information and advice in relation to:

- online learning
- course delivery
- monitoring student progress and providing feedback
- assessment and reporting
- orientation days, face to face learning days and in/excursions.

At the parent information session, parents and students will also have the opportunity to meet with Viva! teachers.

Curriculum support

The Curriculum Coordinator of the host school will be the main contact person for curriculum support of Viva! course being run. The Supervisor: Creative & Performing Arts can assist where extra support is required.

ANNUAL ORGANISATION

WHEN	WHAT	WHO
TERM 3	Curriculum / Admin:	Curriculum Coordinators, Principals
	<ul style="list-style-type: none"> Year 11 subject selections conducted in schools and course offerings finalised. Requests made to Central Office for Year 11 courses to be run through Viva!. 	
	<ul style="list-style-type: none"> Year 11 courses through Viva! approved for the following year. HSC Data Analysis to canvas suitable teachers for new courses. Viva! teacher(s) confirmed for new courses. 	Supervisor: Creative and Performing Arts
	<ul style="list-style-type: none"> HSC assessment marks for students currently studying an HSC course through Viva! submitted to the host school Curriculum Coordinator to enter into Schools Online (NESA). 	Viva! teacher
TERM 4	Curriculum / Admin:	
	<ul style="list-style-type: none"> Student placements in course(s) finalised. Letters to parents issued to communicate placements. 	Supervisor: Creative and Performing Arts
	<ul style="list-style-type: none"> Scope and sequence completed for the following year's Year 11 and 12 courses. RoSA grades for students currently studying a Year 11 course through Viva! submitted to the host school Curriculum Coordinator who will arrange for these to be entered into Schools Online (NESA). Assessment schedule for the following year's courses developed and included in the host school's Assessment Handbook (as per host school timeframes). 	Viva! teacher
	Technical Setup:	
	<ul style="list-style-type: none"> Online Rolls set up and finalised via Google Drive 	Supervisor: Creative and Performing Arts
	<ul style="list-style-type: none"> Students added to Compass 	School Admin
	<ul style="list-style-type: none"> Scope and Sequences and Assessment Schedules made available online through Canvas Google Drive: New course folders created in Viva! folder. General clean up of the folder / archiving. Share settings checked. 	Viva! teacher
	Information Sessions:	
<ul style="list-style-type: none"> Parent Information Evening: Introduction to online learning, Q&A session, FAQ document, meet the teachers. 	Supervisor: Creative and Performing Arts Head of Sub School at SCCC ViVA Teachers	
<ul style="list-style-type: none"> Planning Day for Teachers: New Viva! teachers become familiar and comfortable with the online learning mode and tools. Existing teachers contribute / offer support & advice to the new teachers. Existing teachers provide feedback on refining processes for the following year. 	Supervisor: Creative and Performing Arts Head of Sub School at SCCC ViVA Teachers	

	<ul style="list-style-type: none"> • Student Orientation Day(s): Icebreakers / establishing connections with Viva! teacher and other students. Student learning style and performance assessments. Google bootcamp / orientation with the online learning tools. Mock lesson. 	<p>Supervisor: Creative and Performing Arts</p> <p>Head of Sub School at SCCC</p> <p>ViVA Teachers</p>
TERM 1	Curriculum / Admin	
	<ul style="list-style-type: none"> • Enrolment of students into Preliminary and HSC Viva! course(s) for that year through NESAs. • Assessment Handbooks distributed to students, including assessment schedules for Viva! courses. Copies distributed to home school Curriculum Coordinators for information (including assessment policy and processes). • Scope and sequence document for each course distributed to home school Curriculum Coordinators. 	<p>Home School Curric Coordinator</p> <p>Host School Curric Coordinator</p>
	<ul style="list-style-type: none"> • Face to face learning days: Dates, times and venues scheduled and communicated to home school Curriculum Coordinators. Letters issued to parents and medical information / emergency contact details / disability information (including adjustments and disability provisions) collected. • In/excursions (if applicable): Dates, times and venues scheduled and communicated to home school Curriculum Coordinators. 	Viva! teacher
ONGOING DURING THE YEAR	Curriculum / Admin:	
	<ul style="list-style-type: none"> • Liaise with Viva! teacher and Curriculum Coordinators to ensure students are completing their coursework satisfactorily. 	Supervisor: Creative and Performing Arts
	<ul style="list-style-type: none"> • Communicate parent/teacher interview dates and times to students and home school Curriculum Coordinators. • Complete registrations and evaluations for teaching and learning programs and submit to the host school KLA Coordinator according to host school processes and timelines. • Carry out face to face learning days and in/excursions as per schedule set at the beginning of the year. • Prepare student reports and submit to home school Curriculum Coordinators, using host school reporting processes and format, according to the host school timeframes. 	Viva! teacher
	Technical Support:	
	<ul style="list-style-type: none"> • Respond to teacher queries throughout the year. Liaise with Central Office when necessary. Generally monitor the online components to check functionality. Visit some of the face to face days to seek feedback from students on their comfort level with the technology. 	Supervisor: Creative and Performing Arts

FUNDING

The host school will be provided with some system support. This will be negotiated when the exact number of subjects are determined.

FAQS

Updated June 2023

Assessment and Reporting:

- **Reports; how and when do we get them?**
 - Reports will be sent out as part of the normal home school reporting process. Parents will receive reports twice a year. The Viva! teacher will write the report for the online course using the host school format.
- **How are we going to be assessed? How and when do we do assessment tasks?**
 - Assessment tasks will be developed and scheduled by the beginning of the school year. Students will receive an Assessment handbook (**Year 11** and **Year 12**) from the host school which will include the assessment schedule for Viva! Course.
- **Parent teacher nights, how often and when?**
 - Parent teacher nights are scheduled by the host school. The Viva! teacher will be available on the night or prior to the evening for appointments.
- **How are assessment tasks marked?**
 - Assessment tasks will be marked by the Viva! teacher of the course. The teacher will provide feedback for each task in accordance with school policy. Written examinations are generally conducted on the face to face days and returned to the students within 2 weeks at the next face to face day or delivered to the home schools.

Costs and Resources:

- **Excursions / cost of excursions?**
 - Excursions will be arranged by Viva! teachers and the cost will be borne by parents.
- **Textbooks?**
 - Textbooks and other resources will be determined by Viva! teacher. This information will be conveyed to parents by the beginning of the course.

Timing:

- **How often and when will the classes be run?**
 - The classes will be determined by the end of the school year, once school timetables for the next school year are completed.
- **The teachers are current teachers of HSC students, how will the online learners fit in as a priority?**
 - The teachers have been allocated extra time for developing and delivering this course. This will allow them more release time during the school day.
- **How much time is used for this in school?**
 - Students will be allocated one LESS subject on their school timetable. This will allow them sufficient time at school to complete the course work.
- **Where are the face to face days held?**
 - Viva!: 1 weekly session will be held at SCCC Burwood.
- **How will students be able to catch up on missed work or move ahead?**
 - Work on Canvas will allow students to return to a specific week to catch up on any missed work or for revision purposes. The teachers will regulate a student's acceleration through the course if deemed necessary.

Students and Parents:

- **What other involvement do parents have?**
 - None. Parents are encouraged to play an active role in their child's learning just as they would with any other subject.
- **How will misbehaviour or incomplete homework be dealt with?**
 - As per the individual school's processes and procedures.
- **Is the course suited to those who are self disciplined learners?**
 - Yes.
- **Is communication with the Viva! teacher regularly available? Will questions be responded to in a timely manner?**
 - The Viva! teacher will inform students and parents of available times for consultation and communication. Protocols for communication with the teacher will be developed on the Student Orientation Day in December.

Technology:

- **What equipment is needed?**
 - Preferably a laptop with an inbuilt webcam / microphone
- **Windows or Mac system, which is preferred?**
 - Google Apps can be accessed from a browser (preferably Google Chrome - but not essential) on either a Mac or Windows Operating System.
- **Can 'The Cloud' be accessed from any computer or just the student's school laptop?**
 - Google Apps can be accessed by any desktop / laptop computer, tablet, smartphone with an Internet connection.



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