



CONTINUITY OF CURRICULUM POLICY

POLICY DETAILS			
Document Number	[Document Number]	Currency	Current
Policy Level	College Level	Date Introduced	23/03/2020
Authorised By	Iona Leadership Team	Publish Date	23/03/2020
Responsible Officer	Dean of Learning & Teaching	Review Date	23/11/2022
Relevant To	Staff		
Relevant Legislation(S)	[Relevant Legislation]		
Related College Documents			

Contents

1. SCOPE	2
2. POLICY STATEMENT	2
3. POLICY MANAGEMENT	4
Compliance, monitoring & review	4
Reporting.....	5
Records Management.....	5
4. DEFINITIONS.....	5
5. FEEDBACK.....	5
6. VERSION HISTORY	6



CONTINUITY OF CURRICULUM POLICY

1. SCOPE

- 1.1. This policy applies to a broad spectrum of the College community. It applies to all persons responsible for the creation, delivery and assessment of curriculum in the College. The families of Iona College are ultimately the persons who will be affected by the intentions of the policy.

2. POLICY STATEMENT

- 2.1. This policy is created to support the continuity of learning for students at Iona College during a period of disrupted service. If the College was to close for a pre-determined timeframe, indefinitely or on short notice, this document outlines the standards and expectations of Iona College staff throughout that period. In cases of pandemic or other identified areas of national risk, some students are considered more vulnerable or high risk, and consequently would be unable to attend school during a particular period. These students would be supported by this policy document. It is also important to note that a closure can be triggered by internal or external bodies.
- 2.2. Throughout any unplanned closure, the standard of provision would allow every student at Iona College to continue to learn and improve. The closure disrupts the service provided by the College as opposed to a cessation of service. Each curriculum department is responsible for providing an appropriate amount and variety of content to the learners that can be accessed through a designated platform. Provision will be guided by the constraints of relevant curriculum documents. In addition, electronic communication will continue during this time as a support mechanism for students.
- 2.3. Exclusions and exemptions to this policy would include students away from school for general sickness, other approved leave or because of elected travel. In addition, all members of the community must have a reasonable expectation of the provisions made by Iona College during a period of closure. Communication channels will remain open to help maintain this level of expectation.
- 2.4. **Content**

Each curriculum area is responsible for providing the relevant content to students. This content will be accessible and allow for individual engagement and growth. The priority will be to follow the relevant curriculum plans, such as QCAA Syllabi or ACARA documents, depending on audience. Practical subjects will provide opportunities for enrichment or theoretical consideration of any given topic. Providing the opportunity to engage in learning remains the key priority.

Assessment

The College will evaluate assessment needs as they occur. Individual year levels will receive specific guidance on procedures. Dependent on year level and timing of event, assessment can be postponed, modified or waived. The QCAA will be consulted in the instance of a senior assessment being compromised due to closure.

Department: [Area of Governance]	Document Name: CONTINUITY OF CURRICULUM	Version:[Version]
Publish date: 23/03/2020	Review by:23/11/2022	PRINTED COPIES ARE NOT CONTROLLED Page 2 of 6



CONTINUITY OF CURRICULUM POLICY

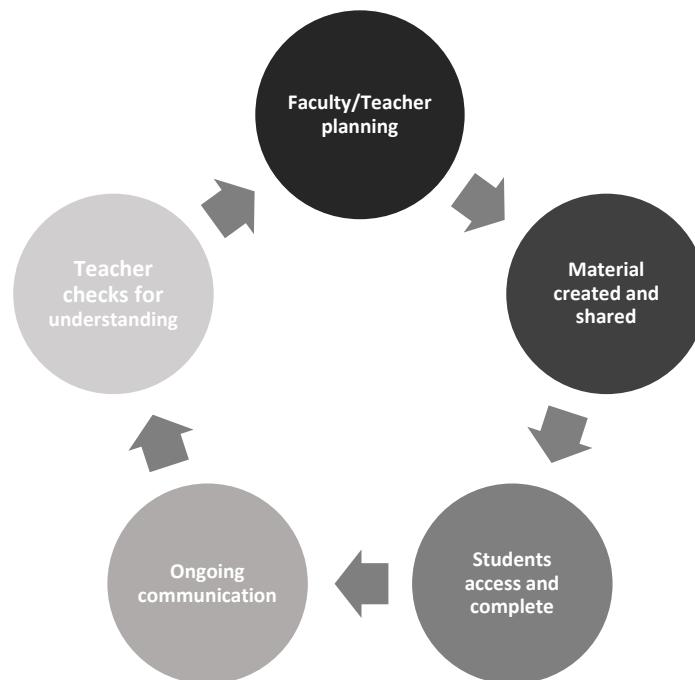
Communication

During the period of closure, students would maintain access to teachers via electronic communication. The responsibility of teachers to liaise and support individual growth will be maintained through ongoing, reasonable communication.

Methodology

The procedures documentation will outline specific methodology in each faculty area.

2.5. Expected loop for disrupted learning.



2.6. Related documents include, but are not limited to: QCAA syllabi, ACARA documentation, faculty term planners, guides and reference sheets relating to online delivery e.g. OneNote, Compass and PowerPoint. Each department will also identify key platforms and communication methods.

Department: [Area of Governance]	Document Name: CONTINUITY OF CURRICULUM	Version:[Version]
Publish date: 23/03/2020	Review by:23/11/2022	PRINTED COPIES ARE NOT CONTROLLED Page 3 of 6



CONTINUITY OF CURRICULUM POLICY

3. POLICY MANAGEMENT

Compliance, monitoring, & review

- 3.1. The Dean of Learning and Teaching is the delegated Iona Leadership Team member responsible for managing this policy. Responsibility will be further delegated to their contingent workers, such as the Heads of Faculty and Heads of Department.
- 3.2. The policy will be monitored through data analysis relating to pedagogical readiness and resource banks of individual faculties. Heads of Faculty will assume responsibility for reporting and communicating this data to the Dean of Learning and Teaching. Lead time and preparation requirements will be monitored.
- 3.3. Data provided for monitoring purposes include the appropriate nature and relevance of content ready for distribution. This work should also be accessible to the individual through appropriate differentiation. Staff engagement in the preparation of materials will be reported by the Heads of Faculty. Each faculty will provide a procedures overview to support their provision. What, where, when and how will continue to be key reportable areas.

Student performance and engagement with materials will be reported during and post any closure period. Accountability for student engagement does not sit with the Heads of Faculty, only the provision.

- 3.4. The policy will be reviewed annually. Procedures and guidelines will receive semesterly consideration through the Head of Faculty meeting agenda.
- 3.5. The Dean of Learning and Teaching is responsible for the overall policy.

Creation of procedures and reports will be the responsibility of the Head of Faculty Team. In particular:

Head of Faculty: Arts
Head of Faculty: Commerce
Head of Faculty: Design and Innovation
Head of Faculty: English and Language
Head of Faculty: Mathematics
Head of Faculty: Religion and Society
Head of Faculty: Science and Health
Assistant Head of Primary Learning and Teaching

Each of the above will liaise with direct reports as well as and middle leadership colleagues (Heads of Department, Assistant Head of Department and Heads of Learning and Teaching) to ensure the procedures are completed and provision is established.

- 3.6. Any references in this document to positions and their authority (or delegated authority) to make decisions on specific matters must align with the College's Delegation of Authority Policy.

Department: [Area of Governance]	Document Name: CONTINUITY OF CURRICULUM	Version:[Version]
Publish date: 23/03/2020	Review by:23/11/2022	PRINTED COPIES ARE NOT CONTROLLED Page 4 of 6



CONTINUITY OF CURRICULUM POLICY

Reporting

3.7. 1. Head of Faculty Online Readiness Report:

Report to include level of readiness for imminent disruption. Includes availability of content and assessment ramifications short, mid and long term. This report is written for consideration of the Dean of Learning and Teaching.

2. ILT Online Readiness Report:

A collation of Head of Faculty Reports that is prepared for ILT overview. This report is also shared with the College Board, as appropriate.

3. Each report will be subject to immediate feedback and intervention.

Records Management

3.8. 1. Head of Faculty Agendas. Stored in the Head of Faculty OneNote. The owner of this resource is 'Iona Curriculum' and managed by the ICT Services department.

2. Collation of reports to be stored in the CLT folder on the Iona College Department Drive
N:\CLT\Continuity of Curriculum.

Post Closure

3.9. Upon return, individual faculties will determine the positioning of students for continuation of learning.
This

4. DEFINITIONS

ACARA: The Australian Curriculum, Assessment and Reporting Authority

QCAA: The Queensland Curriculum and Assessment Authority

ILT: Iona Leadership Team

The College: Iona College

5. FEEDBACK

5.1. Provide feedback about this document by emailing Compliance@iona.qld.edu.au

Department: [Area of Governance]	Document Name: CONTINUITY OF CURRICULUM	Version:[Version]
Publish date: 23/03/2020	Review by:23/11/2022	PRINTED COPIES ARE NOT CONTROLLED
		Page 5 of 6



CONTINUITY OF CURRICULUM POLICY

6. VERSION HISTORY

Date	Approval and Amendment History	Details