

Text Selection Policy

Rationale

Norwood Secondary College, as a government school, aims to provide a dynamic learning culture that takes pride in the holistic development of students through the promotion of the college values of respect, responsibility, aspiration, and resilience. We are committed to offering a comprehensive, viable and guaranteed curriculum based on the Victorian Curriculum F-10 and VCE. We have high expectations about the content that we teach, the way in which we engage students in learning and the means by which we assess their level of understanding. Therefore, the selection of texts is a rigorous and careful process.

Definitions

- 1.1 Texts can be written, spoken or multi-modal and in print or digital/online forms. Multi-modal texts combine language with other systems for communication such as print text, visual images, soundtrack and spoken word, as in film or computer presentation media.
- 1.2 The term visual texts includes but is not limited to film and static images.
- 1.3 The term written text includes but is not limited to novels, textbooks, newspaper and magazine articles, transcripts, short stories, and poems.
- 1.4 The term 'audio texts' includes but is not limited to speeches, radio broadcasts, songs, and poems.

Principles

Texts are used to:

- Support and develop the desired outcomes of the Victorian Curriculum and VCE Study Designs.
- Provide students with learning experiences which access a wide range of knowledge, understanding and skills.

Texts enable students to:

- Deepen their understanding of course content.
- Give students the opportunity to apply knowledge, understanding and skills.

Texts are not studied in isolation. Some texts enable students with assistance, to challenge dominant societal ideas, particularly stereotypes and undesirable models of human behaviour. Texts dealing with controversial topics or challenging situations need to be selected with sensitivity to community expectations.

Process for Text Selection

Texts can be reviewed and changed every three years with the exception of a change deemed necessary to align with VCAA VCE text lists or the Victorian Curriculum. In the event of an internal change at Norwood or a change in publication/edition, a proposal must be submitted to the Curriculum Committee before it can progress to Executive.

1. Texts made available to students at Norwood Secondary College are all previewed and evaluated by Norwood Teaching Staff prior to their selection and use. Recommended curriculum materials or syllabus texts need to be extensively read and reviewed before use in classes.
2. The KLA Leader will facilitate a meeting for all staff in the faculty to provide input into new text selection.

3. Each KLA Leader may liaise with the Head of Year Level for advice on the relevance and appropriateness for the chosen year level.

Guidelines for Text Selection

1. Each KLA Leader at Norwood Secondary College is committed to providing students with a broad range of teaching and learning experiences.
2. Staff should consult the Film Classification Guidelines for non-print texts. In selecting a documentary, feature film, television program, animated film or short film, the following guidelines apply:
 - **G GENERAL** - Suitable for all ages. Suitable for Years 7-12
 - **PG PARENTAL GUIDANCE** - Parental guidance recommended for persons under 15 years. Suitable for Years 8-12.
 - **M 15+ and over MATURE** - Recommended for mature audiences 15 years and over. Suitable for Years 9-12.
 - **MA 15+ MATURE ACCOMPANIED** – Restrictions apply to persons under the age of 15. The MA category is legally restricted. Children under 15 are not allowed to view MA films or hire them unless in the company of a parent or adult guardian. Some may be suitable for Years 11 and 12.
 - **R 18+ RESTRICTED** - Restricted to adults 18 years and over. The R category is legally restricted to adults. Material, which is given a restricted classification, is unsuitable for those under 18 years of age. Material classified R deals with issues or contains depictions that require an adult perspective. Not suitable for high school students.
 - **X 18+ RESTRICTED** - Restricted to adults 18 years and over. Not suitable for high school students.
3. This set of guidelines is to be used for any incursions or excursions involving non-print texts.
4. Where the classroom teacher and a member of the Leadership Team consider the text suitable (e.g., a documentary on the Holocaust which may contain graphic footage) but its rating is above the recommended age group, then permission must be sought from the parent or guardian via Compass. If a parent or guardian declines consent, then where possible, the student will be provided with an alternative text covering the same concepts.
5. If the classroom teacher intends to share extracts or short clips that are at a level above the student's age group, then consent must be sought from a parent/guardian.

Community Concerns

If a parent or guardian makes a complaint about the relevance or suitability of a text, the following procedures should apply:

- a) Ascertain the nature of the complaint:
 - Content
 - Language
 - Concepts
 - Relevance
- b) Refer the matter to the relevant KLA Leader and Head of Year Level.
- c) The teacher, KLA Leader and/or member of the Leadership Team shall contact the parent or guardian via phone, email or in person to discuss the complaint where

every attempt will be made to address their concerns. If the issue cannot be resolved, the parent must be referred to the Education Department's website so that they can understand how issues concerning objections can be resolved: <https://www.education.vic.gov.au/school/principals/spag/curriculum/Pages/issuess.aspx>

- d) Norwood Secondary College will only remove a text from its booklist if there are sufficient grounds for its removal. If appropriate, the VCAA and Education Department will be consulted, after the complaints have been examined. The Principal will have the final say on the removal of a text. In the case of a text having a number of different complaints brought against it, each complaint will be examined independently.
- e) If a member of the general community makes a complaint, the nature of the complaint should be ascertained. The matter should be reported to the Principal.

Dear Parent / Guardian,

As part of the [subject] students are required to study [film/text] to investigate [topic/themes/ideas]. From this, students will complete [assessment task/learning intentions/success criteria]. In class discussions and activities will also support student understanding of this text.

[Text] is rated [film classification i.e., MA15+] which means it is not suitable for [those under 15 without adult guidance.] The main reason for the MA15+ classification in Australia is because of [sexual references, violence, drug use and coarse language.] Please see the Australian Classification website: www.classification.gov.au for further details.

[Film/text] has been previewed by staff and they believe it to be suitable for [class/year level]. We ask that you contact your child's classroom teacher by [date] if you do not wish for them to view this material.

If you have any queries, please contact [classroom teacher/KLA Leader/Head of Year Level].

Kind regards,

[Name]
Classroom Teacher