



Topic:	Selection and Use of Texts
Policy No reference (CECWA):	2 B1
Policy Area:	Education
Date of Review:	2021

Rationale

Mel Maria Catholic Primary School aims to help students integrate culture, faith and life. The transmission of culture is fostered and valued. Underlying its approach will be absolute values founded upon the teaching of Jesus Christ. Careful selection and use of texts is, therefore, important at Mel Maria Catholic Primary School.

Definition

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.
2. The term visual text includes but is not limited to: film, video and static images.
3. The term written includes but is not limited to: essays, articles, newspapers, magazines, brochures, books, letters, manuals, transcripts, novels, short stories and poems.
4. The term 'audio texts' includes but is not limited to: speeches, radio broadcasts, songs, recited prayers and poems.
5. The term 'multi-modal' includes but is not limited to: webpages and e-books.

Principles

1. Texts are used to:
 - Support and develop the desired outcomes of schooling including the love and appreciation of texts
 - Address student diversities in culture, gender, special learning needs and socio-economic background
 - Provide students with learning experiences which access a wide range of knowledge, understandings and skills.

2. Texts enable students to:
 - Develop the sacredness of human life and the dignity of the human person
 - Develop a critical understanding of the diversity of beliefs and values found in society and in human experiences
 - Develop their unique potential – physical, emotional, creative, spiritual, intellectual, moral and social
3. Texts are not studied in isolation and are related to the contexts of their production and reception.
4. Some texts enable students, with assistance, to challenging dominant societal ideas, particularly stereotypes and undesirable models of human behaviour
5. Texts dealing with controversial topics or challenging situations need to be selected with sensitivity to community expectations.
6. Texts containing gratuitous or extreme violence, or pornographic material, have no place in a Catholic School.

Procedures

1. Texts selected at Mel Maria Catholic Primary School are previewed and evaluated prior to use
2. For advice on the selection of texts and the Office of Film and Literature Classification Guidelines for non-print texts, please refer to a member of the Leadership Team or the Teacher Librarian.
3. The document, Guidelines for the Classification of Films and Videotapes is available in the school Library. These guidelines must work within the framework of this document and be used in such a way as to ensure alignment with the ethos of a Catholic School.
4. In selecting a documentary, feature film, television program, animated film or short film for viewing by students, the guidelines set by the office of Film and Literature Classification apply. This classification relates to all school activities. Only texts with a 'G' rating classification will be acceptable at Mel Maria Catholic Primary School.

5. Office of Film and Literature Classifications:

G rated	GENERAL – Suitable for all ages. Suitable for K – 12
PG rated*	PARENTAL GUIDANCE – Parental guidance recommended for persons under 15 years. Suitable for Years 8 – 12
M rated (not suitable)	15+ and over MATURE – Recommended for mature audiences 15 years and over. Suitable for Years 10 – 12

**Where the class teacher and a member of the Leadership Team consider the text suitable (e.g. a documentary which may contain graphic footage) but its rating is above the recommended age group, then permission must be sought from each student's parent/care by letter and reply slip. If a parent/carer declines consent, then the text is not to be used by the class regardless of majority vote.*

6. Where appropriate, professional learning will be provided to ensure that teachers have the knowledge and understanding to use the selected text.
7. It is not the policy of Mel Maria Catholic Primary School to abridge a text, remove pages or edit footage as this contravenes the Copyright. However, it may be appropriate to use particular sections of the text.
8. If a parent or guardian makes a complaint about the relevance or suitability of a text, the following steps are to be followed by the staff member receiving the complaint:
 - Ascertain the nature of the complaint (e.g. content, language, relevance)
 - Forward the complaint to the Principal
9. Subsequent to a complaint, the Principal and relevant staff member/s shall meet the parent/guardian to discuss their concerns.
10. If appropriate, the relevant authorities at the Catholic Education Office of Western Australia (CEWA) and the Curriculum Council shall be consulted. The Principal shall 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.
11. If a staff member of a general community makes a complaint, the nature of the complaint will be ascertained and reported to the Principal.
12. Mel Maria Catholic Primary School has safeguards to prevent students accessing materials that are of dubious nature, inappropriate or offensive including those available through the internet. Students having access to the internet are required to sign an internet agreement at the beginning of each school year.

Year of Review History	
2008	<i>Originally Released</i>
2011	<i>Reviewed</i>
2014	<i>Reviewed</i>
2018	<i>Reformatted</i>