

## CAPTIONING POLICY

### Rationale

Mount View Primary School is committed to providing all students and staff with equal access to all school educational materials and learning tasks provided within our school. This is in line with the Disability Discrimination Act 1992 and the Disability Standards for Education 2005. The Act and Standards place an obligation on schools to ensure that all students who are Deaf or Hard of Hearing are provided with equitable access to the curriculum. Measures for compliance with the Standards include the availability of materials in a format that is appropriate for the student. (Disability Standards for Education 2005 sections 5.2 (1) and 6.2 (1)).

The Disability Standards for Education 2005 also places an obligation on schools to ensure that students are not disadvantaged by the time taken for conversion of materials into alternative accessible formats. (Disability Standards for Education 2005 section 6.3(c)).

In addition, the Standards provide for staff to be informed of the availability of specialised services to enable them to assist students to access these services. (Disability Standards for Education 2005 section 7.3(a)).

In reference to the Disability Standards for Education 2005 schools may already be able to meet these obligations because many commercially produced DVDs come with pre-installed captions/subtitles. However, there are still a number of items being used in schools, which do not have this feature.

### Aims

Mount View Primary School is one of the schools within the NEVR that hosts a Deaf Facility and provides access for students to educational services that comply with the Disability Discrimination Act 1992 and the Disability Standards for Education 2005. It also has a high enrolment of students who have English as an additional language.

As an International Baccalaureate World School, Mount View believes that all students and staff have the right to access all materials being provided within the school. Captioning is vital for students/staff who have a hearing loss or who have English as an additional language because:

- Deaf and hard of hearing individuals cannot hear what is being said in the videos; the quality of the sound is not good enough.
- Deaf and hard of hearing individuals rely heavily on lip-reading to support their listening and this is much more difficult to achieve on a video/TV.
- It helps people who have English as an additional language to memorise spoken and written words in the language, leading to stronger vocabulary skills and also to decipher different English accents.

- It provides a cognitive reinforcement for many viewers and improves literacy and reading comprehension. It helps people to focus on and remember the information more easily, and lets people watch it in sound-sensitive environments.

## **Guidelines**

It is the policy at Mount View Primary School that all media shown in the classrooms is to be captioned. Teachers will, at all times, ensure that only captioned videos, DVD's or video share websites are used.

- Mount View Primary School will provide training to interested staff members to become captioners.
- Captioning is a time-consuming role. Staff members who are trained captioners will be paid an hourly rate of \$30 per hour to caption videos.
- All year level team meeting agendas include a discussion item entitled "Captioning" to remind staff on a weekly basis to think about any captioning tasks that need to be addressed.
- To arrange to caption videos please contact either the captioner in the year level team or one of the staff members who has been trained to provide this service. Please give 48 hours' notice.
- All new purchases/hire of commercial video/DVD/visual media must include captions.
- Existing resources are captioned.
- The server stores an extensive selection of captioned programs.

## **Evaluation and Review**

This policy will be reviewed as part of the four-year review cycle.

Principal Justine Mackey, 2025