

WORK COMPLETION POLICY - YEARS 7-10

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Policy contributors: All Staff through Learning Area Coordinators

Purpose

Years 7 to 10 are formative in developing student's skills and habits to enable them to meet the challenges of SACE. The equitable and fair treatment of students in meeting their subject commitments is essential. This policy has been devised to support students in the development of skills such as personal organisation, communication, effective time management and completion of work. This will result in the ongoing development of students' personal organisation skills and assist them to meet the demands of high school and, in future years, the world of work so they can control their own success.

Task Design

Your teacher will ensure:

- All summative assessments will have a clear task sheet that outlines the requirements of the task and includes the assessment criteria.
- All tasks will have a set and reasonable time frame that includes an interim and final due date.
- All tasks will be provided electronically via Daymap, and student work to be submitted using Daymap or Microsoft Teams (unless otherwise specified by the teacher).

Saving Work

Students are expected to complete all summative tasks, using cloud-based solutions (Office 365) where appropriate:

- This ensures student work is continuously saved.
- Student work can be accessed using any device.
- Student work is available to the teacher at all times for editing purposes and for monitoring progress.

Progress Checkpoints

- Students can expect an interim/progress checkpoint and final due date to be set for each summative task.
- If, by the interim/progress checkpoint, as published on Daymap, a task is either not submitted or is not of a satisfactory level as specified in the requirements outlined by the teacher.
 - a. The student and parent/caregiver/guardian will be notified by the teacher, and the student will then be enrolled in the Learning Centre for the opportunity to complete the work to a satisfactory standard.
 - b. The student will be required to complete a reflection sheet (online) to identify the reasons for being unable to meet the interim deadline and what work habit changes are required for the future. This is to then be provided and discussed with the teacher.
 - c. If the student fails to attend the lunchtime detention or the work is still not of a satisfactory standard, the teacher will notify the student and parent/caregiver/guardian and the student will be enrolled for a Work Refocus Day (WRD) in the Learning Centre (LC).
 - d. Students and parents/caregivers/guardians are encouraged to seek clarification for assessment tasks at any time, after checking the assessment tasks, class notes and resources on Daymap.

Final Due Dates

Students are required to submit the final version of the assessment task by the final due date.

If a student fails to submit a final copy:

- a. The teacher will assess the latest version of the student's work that is available.

- b. If the work is not available the teacher will make a record on Daymap (under Assessment Task) of Work Not Submitted and the task will be graded as a zero.
 - c. The teacher will phone the student's parent/caregiver/guardian to discuss this outcome. A summary of this discussion will be noted under the student's profile on Daymap.
 - i. If initial contact via telephone could not occur, then an email with a "read receipt" will be sent.
 - ii. If the email is not read within 48 hours a phone call should be made to follow up with the parents/caregivers/guardians.
- All assessment results will be published on Daymap.

Extensions

- Students who require an extension will have to provide evidence of reasonable progress with the set work, before a request for an extension is considered. This request must be supported by a written explanation from parents/caregivers/guardians outlining a significant issue that impacted the student's ability to complete the work.
- Any extension must be negotiated with the subject teacher at least 24 hours prior to the due date and will be recorded on Daymap. Extensions will also be provided for emergencies on the due date.
- Computer related problems preventing the submission of an assessment are not a valid reason for non-submission. It is the student's responsibility to keep backups of electronic work and are expected to use cloud-based platforms like Office 365.

Persistent Work Completion Referrals

- Students who receive persistent work completion referrals within a Learning Area will be referred to the Learning Area Coordinator. The Learning Area Coordinator will organise a student/parent/caregiver/guardian meeting to determine what the issues with completing work for that subject are and to find a way to help improve that student's achievement in the given subject.
- Students who receive persistent work completion referrals across multiple learning areas will be referred to their Year Level Leader. The Year Level Leader will organise a student/parent/caregiver/guardian meeting, with a counsellor present, to develop a homework routine and learning goal plan to improve student achievement.

Roles and Responsibilities

Student

- To manage their time effectively and submit all assessments on their due dates.
- To use Daymap for accessing information regarding assessment tasks, feedback and grades.
- To seek help, support and clarification from teachers, where required, so that they can submit all assessments by their due dates.
- To apply for extensions in time where there are issues, in line with the policy above.

Parent/Caregiver/Guardian

- Access Daymap regularly for information about assessments, grades and feedback.
- Communicate with teachers when required regarding work completion.

Teacher

- To set clear assessment tasks, with adequate interim and final due dates that enable students to meet the expectations of the assessment.
- To ensure that all assessment tasks, grades and feedback are provided on Daymap, and published in a timely manner.
- To provide students with the explicit teaching, help and support required for them to be able to successfully complete assessments in the time limits set.
- To place students in the LC at lunchtime for Work Completion if assessments are not submitted by the interim due date.
- To follow up non-completion of tasks, and negotiate alternative ways with students and their families in which the student can complete the required work to at least a minimum satisfactory standard through enrolment in the Learning Centre.
- To inform the Learning Area Coordinator of any potential issues regarding work completion and assistance required.

Learning Area Coordinators

To support teachers in the development of assessment tasks that enable students to be successful.

To support teachers in following up with students and parents/caregivers/guardians regarding work completion.

To organise and conduct meetings with students, parents/caregivers/guardians and teachers for persistent non-completion of work situations.

To notify Year Level Leaders of ongoing issues regarding students and non-completion of work.

Year Level Leaders

To monitor the information provided by Learning Area Coordinators for "patterns" with students.

When asked, YLL will collect the students from home group when they have a WRD and take them to the LC.

LC Manager

To manage the Learning Centre as required.

Executive

To support the LAC and YLL in carrying out their roles regarding the Work Completion Policy.

Appendix - Flow Chart

MODBURY HIGH SCHOOL WORK COMPLETION POLICY - YEARS 7-10

