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### **YEAR 8 - 10 WORK COMPLETION POLICY**

Years 8 to 10 are formative in developing students skills and habits ready for them to be able 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.

#### **Progress Checkpoints**

- Students can expect an interim/progress checkpoint and final due date to be set for each required summative task. At (or shortly after) this time, the teacher should also outline what is required to reach a C- achievement level.
- Students are always encouraged to hand up work at the required time - even if it is not complete.
- If, by the interim/progress check point, a task is either not submitted or does not meet the C- level requirements outlined previously by the teacher :
  - a) The student should be enrolled in the detention for the following day on Daymap.
  - b) The student will be given until 9am the next day to submit their work, otherwise they will need to attend a lunchtime detention in the Learning Centre in order to complete the task to a C- level.
  - c) If the student fails to attend the lunchtime detention they will be given an after school detention at which time they must work on completing the Progress Checkpoint requirement.
  - d) Parents may contact the subject teacher to organise a meeting at which the task requirements can be clarified and a further overnight extension then given.

#### **Final Due Dates**

- If, by the final due date, a task is either not submitted or does not meet the C- level requirements outlined previously by the teacher:
  - a) The student will be given until 9am the next day to submit their task, otherwise they will need to attend the Learning Centre during the next lesson for that subject, in order to complete the task to a C- level.

**\*\* Consequences for non-submission of task by due date – see below. \*\***
  - b) If the work is submitted before 9am the following day they should be removed from the Learning Centre session by the subject teacher. *It is the student's responsibility to ensure the teacher knows that the work has been completed.*
  - c) If the student fails to attend a required Learning Centre session, an internal suspension will apply - at which the student is expected to work on completing the task.



Consequences of non-submission of work by the due date will be as follows:

- Work submitted after the due date will incur a penalty when graded for their term grade as follows:
  - a) On time: graded according to Australian Curriculum standards, no deductions;
  - b) 1 day late: maximum grade of B can be awarded, if the work meets that standard;
  - c) 2 days late: maximum grade of C+ can be awarded, if the work meets that standard;
  - d) 3 days late: maximum grade of C- can be awarded, if the work meets that standard; or
  - e) 4 days late: zero mark awarded.
- Overdue work may be submitted by 9 am either electronically to the subject teacher, or by providing a hard copy to the Front Office, where students will need to write their name on the list provided and obtain a diary stamp as a record of the time submitted.

Extensions

Students who need 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.

- Any extension must be negotiated with the subject teacher, recorded on Daymap and the LAC and YLM informed at least 24 hours prior to 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.

Appendix – Flow Chart

