

# WORK COMPLETION POLICY - YEARS 7-10

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Policy contributors: All staff

## 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, verification of authenticity and for monitoring progress.

## Progress Checkpoints

- Students can expect an interim/progress checkpoint and final due date to be set for each assignment set.
- 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 for whom that the assignment was not submitted or not submitted to the required minimum standard.
  - b. The student and parent/caregiver/guardian will be notified that the student can utilize the Learning Centre during lunchtimes as a space to catch up on the task.
  - c. The student has forfeited the right to receive any feedback regarding the assignment.
  - d. Students and parents/caregivers/guardians are encouraged to seek clarification for assignments 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 assignment 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 Non-Completion of Work

• Students who persistently do not complete work within a Learning Area will be referred to the Learning Area Leader. The Learning Area Leader will support the teacher in organising 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. The outcomes from this meeting will be noted on Daymap.

• Students who persistently do not complete work in 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 assignments, with adequate interim and final due dates that enable students to meet the expectations of the assignment.

- To ensure that all assignments, 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 follow up non-completion of assignments 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 use of the Learning Centre.
- To inform the Learning Area Leader of any potential issues regarding work completion and assistance required.

#### Learning Area Leaders

- To support teachers in the development of assignments 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 within the Learning Area.
- 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 Leaders for "patterns" with students.

#### Executive

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

## Appendix - Flow Chart

