

## DEADLINES POLICY

<b>DECD Policy</b>	SACE GUIDELINES
<b>Leader Responsible</b>	Deputy Lesley Holliday
<b>Status</b>	
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Underdale High School expects all students to complete set tasks to the best of their ability and develop skills and attitudes in time management and effective work practices. The following principles underpin this policy:

- Realistic expectations and deadlines are set by teachers and negotiated with students
- All students learn to manage their time effectively and accept responsibility for completing tasks, meeting deadlines and final due dates to ensure that work is submitted
- Teachers will use a range of strategies to support students to complete work by due dates including contacting parents of overdue drafts and summative work.
- Students are able to negotiate extensions to deadlines for
  - sickness or injury supported by medical certificate or valid note from parents/caregivers
  - social/ emotional issues
  - family crisis at time of due date
  - misadventure – providing sufficient progress is demonstrated
- In accordance with the SACE guidelines for year 11 and 12
- If a student is absent on the day of the due date for a summative task, it is expected that the work will be sent via DAYMAP / email or presented on the day of their return to school

### **PROCEDURES TO SUPPORT STUDENTS TO COMPLETE WORK BY DEADLINES:**

Teachers of Year 11 and 12

- Set a draft and final submission date and record on DAYMAP
- May extend the timeline for draft and final submission date for individual students who have followed processes to negotiate an extension
- May extend the timelines for draft and final submission dates for the whole class when appropriate
- Provide feedback on draft work in a timely manner
- Discuss the non-submission of summative work by the due date with learning area leader and member of Wellbeing team if appropriate, before awarding a zero grade and informing student and parent.

If a student does not meet a draft deadline and has not negotiated an extension the subject teacher will:

- Remind students of the due date- date and time in class and discuss with students the consequences for non-submission of draft work This could be
    - Informing year 11 supported study teacher via DAYMAP of the work that the student needs to complete during allocated study lessons, referral to detention to complete draft if deemed appropriate, contact with parents, if draft not submitted the subject teacher is not obligated to provide feedback
    - Referral of year 12 students to the SLC for the compulsory study for all available session for the next three days (inclusive of weekend) immediately after the deadline.
- Record the compulsory study on DAYMAP including the dates and times the student is expected to attend and email student and parents or send letter if no email address has been provided.
- NOTE: Student will be automatically removed from the SLC roll after 3 days  
This record needs to be completed by 4pm for the student to be referred the next day

#### Study teacher will

- Inform parent and subject teacher if a student does not attend SLC at allocated time

#### Year Level Coordinator will

- Case manage students at risk of not completing SACE due to non-submission of draft and summative work and this may involve parent meetings and the development of a learning plan

#### Students in Year 11 and 12

- Are expected to complete draft and summative work by due dates
- Negotiate extensions when necessary before the due date
- Year 12 students are to attend SLC for missed draft due date for 3 days after missed draft deadline. Nonattendance to SLC will mean that the teacher is not obligated to provide feedback on a draft.
- Can be referred to compulsory study for more than 1 subject
- Are encouraged to submit work even if it is not complete to receive teacher feedback and a grade

#### Teachers of Year 8-10

- Need to set a summative due date and inform students through DAYMAP
- Inform students of due dates of drafts and communicate with parents via DAYMAP if the draft is not submitted.
- Inform students and parents of missed due dates and explain that the student has a week to complete the task
- Assess the late submission against AC standards for feedback to the student however, the maximum grade that can be achieved is a C-.
- Award a 0 if work not submitted within one week of original summative deadline, or by negotiated extension and inform parents
- Refer student to Year Level Coordinator if late or non-submission of work is an ongoing issue for any student

#### Students in years 8-10

- Are expected to negotiate an extension before the actual due date
- Are encouraged to submit work even if it is not complete to get teacher feedback.

#### Year level Coordinator will

- Meet with student and/or parents to discuss support strategies if the submission of work is an ongoing issue impacting on student's progress and develop a learning plan

#### Parents will

- Make themselves aware of the deadlines policy
- Inform school of sickness, injury or issues that impact on the student's school attendance
- Communicate with subject teacher any difficulties child is having with their work via DAYMAP, phone or email
- Support students to meet draft and summative deadline
- Check DAYMAP for messages about work not submitted
- Attend invited meetings as required to discuss issues concerning their child's progress and wellbeing