

WORK SUBMISSION POLICY

At Mordialloc College we are focused on excellence, innovation and high expectations in everything we do. We want every student to achieve their highest potential. It is important that every student demonstrates a sense of pride in their academic work. As such, we expect every student to aim for their personal best in everything they do and demonstrate self-respect for and pride in their work. Each student is responsible for completing every task on time and to the best of their ability to enable teachers to assess their learning progress.

A reminder that all students are responsible for:

1. Developing and following a home study routine
2. Writing all due dates clearly in their planner
3. Collecting an assessment rubric* and/or information about the work required from their teacher before beginning an assessment task
4. Using the assessment rubric and/or information received to ensure they complete all tasks to the standard expected by their teacher
5. Asking questions to clarify any aspects of the assessment task, which are unclear
6. Starting work on the assessment task well before the due date to ensure that it is completed on time
7. Handing in all tasks on time and completed to the best of their ability

In the event an extension is required, arrangements should be made, where possible, with the teacher at least 3 school days before the due date

Note: If absent from class e.g. for sport, excursions, camps, music, VETiS, it is each student's responsibility to be organised and ensure that any missed work is completed and submitted by the due date, and that any tests are completed as soon as possible.

* Assessment rubric = A criteria sheet that clearly outlines the skills and understandings that demonstrate at, below or above the expected standard.

Where submitted work is deemed not to be the student's personal best work:

Teachers will return work to students to be done again in any of the following cases:

- It is clearly below the standard at which the student is capable of working
- It is incomplete
- The student has not followed the instructions set out at the start of the task
- The presentation is poor, reflecting either a lack of effort or pride on the part of the student

Years 7-9 (Middle School)

Incomplete work, late submission of work or work not deemed their personal best will result in the student being assigned to the Thursday Study Club session. The actions for this process are as followed:

1. In case of legitimate student absences, teachers will make a judgment about a reasonable extension deadline
2. The classroom teacher will inform parents through either email or a phone call that their child is required to attend the Thursday Study Club session. The Late submission notification form will also be emailed home explaining further details
3. The classroom teacher will record this on the Middle School Study Club Google site

4. Continual late submission of work will be reflected in the student's report. Students will be required to attend a Study Club session after school on Thursday to complete the required work with the Director of Middle School
5. Students who complete the work prior to the designated study session still need to attend the session
6. The Director of Middle School will follow up students who do not attend the Thursday session
7. Failure to attend the Thursday after school session will result in a Friday after school session with the Director of Middle School
8. Failure to attend a Friday after school session will result in a parent meeting and the student provided with an alternate program until the meeting occurs
9. If a student consistently does not meet deadlines or complete work to their personal best, the Year Level Coordinator will meet with parents/carers to discuss the student's progress and this may result in them not being allowed to participate in co-curricular activities e.g. Interschool sports etc.

Years 10-12 (Senior School)

Incomplete work, late submission of work or work not deemed their personal best will result in the student being assigned to the lunchtime homework session. The actions for this process are as follows:

1. The teacher records late submission of work in the Senior School Daily Homework Session attendance spread sheet and instructs student to attend at lunchtime
2. The student is expected to attend the lunchtime session in D3 on the day they are assigned. They will be expected to remain in D3 for the duration of lunchtime and are responsible for ensuring they bring their lunch with them
3. If the student does not attend they will be automatically assigned by the supervising teacher to the next after school study session: Monday for Year 10 students and Wednesday for Year 11 and Year 12 students
4. Failure to attend the after school study session will result in a Friday after school session with the Director of Senior School
5. Failure to attend a Friday after school session will result in a parent meeting and the student provided with an alternate program until the meeting occurs

If students consistently do not meet deadlines the Year Level Coordinator will meet with parents to discuss mandatory attendance during their study periods that fall after lunch. If this is not adhered to, this may result in the student not being allowed to participate in co-curricular activities eg. interschool sports, formal etc.

This policy was last ratified by council in.....

September 2016