

Managing Non-Completion of Work

Years 8-10 Accelerate Program

The following policy is in place to encourage students to complete their work to an acceptable standard and submit time their summative assessment tasks on time.

As a teacher you should set negotiated timelines for all tasks. Students need to meet these timelines unless there are extenuating circumstances for an extension to be given. Use the following process for those students who do not submit a task or submit a task well below an acceptable standard.

- 1) If students miss the deadline you are to meet with the student. At this time the student has a **Non-Completion of Work** sticker put in their diary (bright blue sticker) informing parents of non-completion of the task and that the student will be required to attend an After School Accelerate on the Wednesday following the next weekend. (Must have a weekend in before the Wednesday set to give Parents time to receive information and possibly act on it).
- 2) Complete a **“Non-Submission or Poor standard of Work Notification”** and submit it to the Middle School SSO for years 8 and 9 and the Senior School SSO for year 10.

Students will then have until the Wednesday after the next weekend to submit the task. Submitted work cannot receive a grade higher than a C. Please notify the relevant SSO's of the submission of the task.

Failure of the student to submit the task will require them to attend the After School Accelerate from 3.15 to 4pm in Grevillea on the date set by you. Students may submit the work at the end of this time, it will be given to the subject teacher. Failure to attend the After School Accelerate or non-submission will mean that the student will get a zero for this task. Students who do not to attend will receive a further consequence.

Notification of Poor Test Results

The parents of students who fail summative tests can be notified by the completion of the form and submitting it to the appropriate SSO. This will be recorded, copied for the student file and sent home to parents. The form is a **“Test Result Notification Years 8-10”**.

Year 11- 12

For SACE students who fail to meet their deadline they are to receive a zero grade for the task. Parents are to be notified by completing a **“Stage 1 and 2 Non Submission of Work Notification”** form and by submitting it to the Senior School SSO. They will record this, inform the year level manager put a copy in the students file and send home the original. This form can also be used to notify parents of a poor test result.

For all parent notifications it is always a positive if you can personally speak to the parents of the student as well as the notifications. We get better results with students when we work with parents.