

Work Submission Policy

RATIONALE

As a College we are committed to improving learning outcomes for all students. The submission of work enables teachers to assess student understanding, provide feedback for learning growth and develop strategies to support each student's academic progress.

This policy defines work as tasks set by classroom teachers for students to complete either in class or as homework, with a communicated deadline. It may include unit summaries, research projects, assignments, and reports. It may be work that is, or contributes to, a formative or summative assessment.

GUIDING PRINCIPLES

- Work submission deadlines should be clearly communicated to students.
- Students should complete and submit all work by the established deadlines.
- Students should record all work and due dates in their school diary.
- Students should uphold the College value of integrity by ensuring all work is their own and appropriately citing any sources.
- Provisions for late submissions should be clear and allow for equitable consideration of extenuating circumstances, ensuring all students have access to support when needed.
- Consequences for late or unsubmitted work are at the discretion of the classroom teacher and may include detentions or catch-up sessions, withdrawal of classroom privileges or reduction of marks for late submissions. Repeated late submissions or repeated instances of unsubmitted work should be reported on Compass.
- Work should be assessed by teachers either formally or informally with feedback or recognition.

IMPLEMENTATION

Responsibility	Actions
Class Teachers	<ul style="list-style-type: none"> • Ensure that expectations about submission of work are clear to students • Ensure that work provided is at the appropriate level • Set deadlines for the submission of work, and adhere to them, including dates after which work will no longer be accepted. Students see this as an issue of fairness • Provide options for resubmissions or late submissions, and communicate these clearly to students, ensuring all students have access to support when needed • Implement consistent, appropriate consequences for unsubmitted work or late submissions, which are consistent with the Student Management Policy. • Reward positive behaviour • Advise the Year Level Coordinator via Compass of repeated instances of unsubmitted work or late submissions

Responsibility	Actions
Year Level Coordinators	<ul style="list-style-type: none"> • Support classroom teachers by providing consequences for students who repeatedly submit work late, or do not submit work • Implement appropriate support / intervention strategies: <ul style="list-style-type: none"> - diary checks - behaviour sheet / contract - parent contact - referral - testing - After School Study Group.

EVALUATION

This policy will be reviewed as part of the school's three-year review cycle.

This policy was endorsed by School Council at its meeting held in May 2024.