

Work Submission Policy



Help for Non-English Speakers

If you need help to understand the information in this policy, please contact a Coordinator or the General Office.

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 PRINCIPALS

- 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

POLICY REVIEW AND APPROVAL

Policy Last Reviewed	May 2024
Consultation	
Approved By	School Council
Approved Date	
Next Scheduled Review Date	March 2027

APPENDIX 1

Types of Leave

- **Non-Discretionary Leave**

There are several types of leave which must be authorised by the Secretary of the Department or his/her delegate if an entitlement exists or the employee is eligible, and the necessary evidence is provided.

Examples of non-discretionary leave include:

Parental/Family leave	Personal Leave (Sick leave and Carer's leave*)
Adoption leave	Work Cover
Most forms of Spouse leave	Bereavement leave

**For sick leave or carer's leave to be processed as leave with a medical certificate, the appropriate documentation must be provided within 5 working days from the return-to-work date. If the documentation is not provided, leave will be processed as leave without a medical certificate and could risk being unpaid.*

- **Discretionary Leave**

This type of leave is authorised at the discretion of the Secretary of the Department or his/her delegate and therefore may be either supported or refused. For discretionary leave to be granted, an entitlement **must** exist or employee needs to meet eligibility and evidence provided if required.

Examples of discretionary leave include:

Long Service leave	Study leave paid/unpaid
Infectious diseases leave	War service sick leave
Cultural and Ceremonial Leave (Aboriginal and/or Torres Strait Islander)	Family violence Leave
Natural disasters leave	Emergency services leave
Trade Union Training leave	Leave without pay
Leave for Sporting competitions	Transport strikes
Local Government leave	Blood Donor's leave (ESS only)
Jury service leave	Defence force training