



BRAEMAR  
COLLEGE

## LATE WORK POLICY

### PURPOSE

This policy provides clear guidelines and a process for dealing with late submission of work. It relates to major assessment tasks completed in or outside of class, not to classroom homework.

### AIMS

The aim of dealing with any overdue work issue is to develop a culture of completing work in a timely manner and the importance of meeting deadlines. As educators, the ultimate aim is to have the work completed to a satisfactory standard.

### SCOPE

This policy is applicable to all students and teachers of Braemar College, **except** for late work issues in Years 5&6. These should be dealt with by the classroom teacher not by this policy.

## IMPLEMENTATION AND PROCEDURES

### Responsibility

All members of the Leadership team and Learning Area Leaders are responsible to ensure the policy is communicated, implemented and adhered to by all members of their teams, students and parents.

### Assessment Tasks

Assessment task documentation provided by teachers must clearly indicate the due date, assessment criteria and weighting of the task.

- On the due date, the Teacher should record on their own class list, whether the student has submitted or not submitted and make a note of any extensions given and or any communications from parents.
- A student who has not met the deadline will incur a penalty.  
In Senior School - 20% penalty.  
In Middle School (years 7&8 only) - 10% penalty.  
At the teacher's discretion, a new deadline should be set and communicated to the student and parents using the pro forma available on the College Intranet. A copy of this communication must be forwarded to the Year Level Leader of the student.
- If the second deadline is not met, the classroom teacher should inform the Year Level Leader (YLL) and a Tuesday detention – study session will be issued where the work is to be completed.

**Students MUST attend the Tuesday detention even if they complete the work prior to the second deadline, as a consequence.**

### **Additional Notes**

Parents will be notified via the Tuesday detention - study session pro-forma sent home via email by the YLL if this needs to occur.

YLLs and staff are to use their discretion with any well being / pastoral issues which have affected the ability of a student to meet the assessment task deadline.

It is a College expectation that **all** staff support and consistently adhere to this policy.

<b><i>This policy was ratified by the Leadership Team on</i></b>	23 April 2012
<b><i>Next review date</i></b>	1 May 2013

Late Work Policy Final version 1 20120423.docx

## Communications to parents via Email

# LATE WORK

Dear Parent/Guardian,

This is to advise you that \_\_\_\_\_ (student) has failed to submit a piece of assessment by the due date. Your child is required to complete this work in order to satisfy the requirements of this course.

Please note the following procedures re completion of this outstanding work.

- \_\_\_\_\_ (student) will incur a (10% or 20%) penalty for failing to complete the work by the deadline and it is to be submitted on or before the rescheduled date.
- If the work is not completed by the new agreed date \_\_\_\_\_ (student) will receive a Tuesday detention / study session to complete it.

Subject -

Teacher -

Details of outstanding work –

Original deadline -

Revised deadline -

Date of Tuesday detention (if required) –