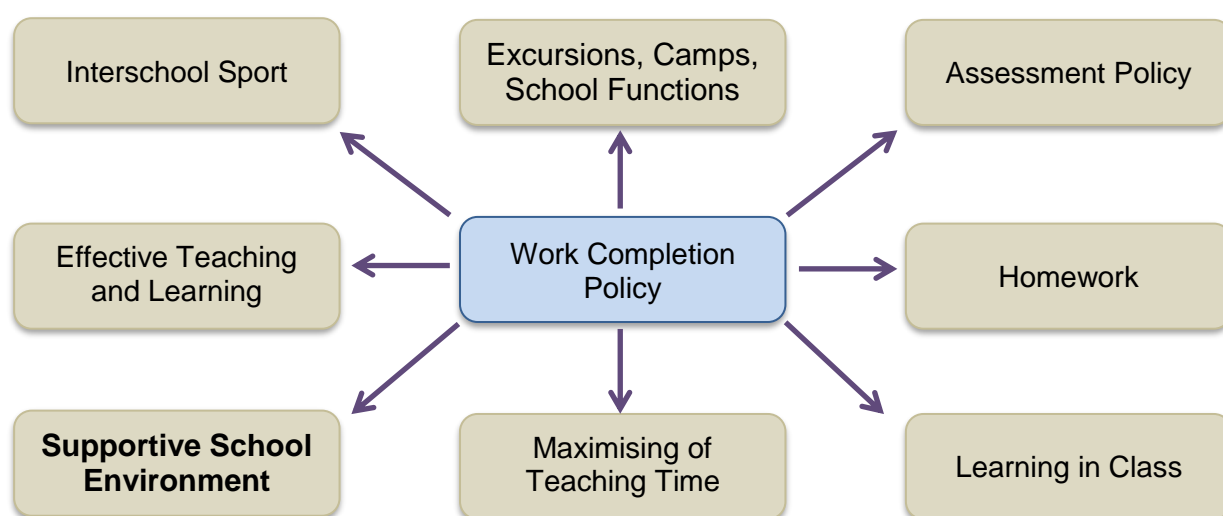


Work Completion Policy

This policy focuses clearly on student learning outcomes and has powerful overtones of accountability and quality assurance for us, as teachers. For students and parents, it establishes an expectation, a standard of work and reinforces their responsibility in the learning process.

This is not another policy that sits on “top of the pile”. It is central to all the other policies that we use and must be considered that way. The context could be shown diagrammatically as:



Rationale

This policy focuses on the requirement that students **must complete all of the work** in a course of study if they are to receive credit for that work and be awarded a level of achievement. To achieve this, students who have not completed work must be identified and support systems instigated to allow them to complete the work.

Goals

- To ensure that students achieve planned learning outcomes by completing all work in courses of work they undertake.
- To identify students who are at risk of not completing work.
- To put in place strategies that will allow students to catch up on incomplete work.
- To accept the school's accountability for student work and learning outcomes.
- To develop a supportive school environment based on continuous improvement in the quality of learning outcomes.
- To ensure that students understand the responsibilities they have with regard to work.
- To maintain the flexibility to modify work to suit individuals.
- To ensure timely and consistent information is provided to parents with regard to withdrawal of credit, eligibility for graduation, promotion to the next year level and cancellation of enrolment.

Definitions & General Statement

In order for a student to receive credit for a course of work, the requirements of that course of work must have been completed. For this condition to be satisfied a student must have:

- Satisfactory attendance
- Completed the course of work

The **course of work** is defined as **all** classwork, homework, fieldwork and practical work as well as assessment (including assignments). All work must be completed to an **acceptable standard**, i.e. a genuine effort in line with the set criteria.

This policy applies to all year levels.

Teachers may modify work set for individual students. Care will be taken to match work set to individual student needs, subject criteria and IEP goals.

General Responsibilities

- Students - To do all work. Catch up on incomplete work. Develop a sense of responsibility for work.
- Teachers - To monitor student work. Provide encouragement and support for the student to complete the work. Follow up in all cases. E.g. Phone parents; arrange time for catch up on incomplete work.
- Faculty HOD's - Ensure that a program of work and assessment planners are provided each semester. Support teachers with persistent offenders developing a plan of action to have the student complete work. A letter should be forwarded to parents/caregivers to inform them of incomplete work. Liaise with the relevant Deputy on students with continued incomplete work. Parental phone calls and/or interviews may be needed at this stage.
- Deputy Principal - Ensure that the policy is clearly explained to parents and students. Support HOD's and parents with at risk students. Parental interview.
- Principal - Liaise with Deputy on students at risk. Parental interview.

Procedures

Attendance

- Student attendance will be monitored as one method of checking for the completion of work. When students are absent **for any reason (including illness, excursions etc.)**, the work missed must be completed. Teachers mark a class roll each lesson.

Completion of Work

- Teachers will monitor student work systematically. This will be supported by faculty systems operated by HODs. The use of Tutorial lessons is a strategy that can be utilised here.
- When work is not completed the teacher is to take steps to have the work completed by the student. A reasonable time should be given. In general, this will be up to 2 to 3 days. This may involve multiple steps and may include time after school or lunch to complete the work.
- If the work is not completed by the set times, the teacher is to liaise with the HOD who will provide support for the teacher. Parents will be notified.
- If, after appropriate, multiple steps have been taken, the work is still not complete the HOD will liaise with the relevant Deputy Principal. A review of student work will occur and parents may be required for an interview.

Consequences

- **Credit**

Students must complete all required coursework to be able to be rated for a subject.

In Years 11 and 12, this does not prevent the awarding of an exit level provided the student completes all coursework on at least one semester. The number of semesters completed is recorded on the senior certificate. It may also affect the exit level, since all work is considered in its determination. It may also affect OP eligibility.

In Year 10, this may impact on the student's LOA if the work is not completed and enrolment opportunities in Year 11 may be jeopardised.

Any subject for whom a student is not given credit will appear on the school report with suitable comments about performance on completed work.

Discretion for individual cases rests with the Principal.

- **Progression**

In the final semester of Years 10 and 12, the student simply has credit withdrawn for non-completion. In other semesters, the student must complete the work. If the student completes such work, credit for the semester will be given.

Students in Years 8 to 10 must have all work completed at reporting time. Students with incomplete work may not proceed to the following semester until work is completed. Students in Years 11 and 12 may not be allowed to proceed with that subject. Consideration of cancellation of enrolment will be given in these cases. Options of changing subjects may be offered.

- **Graduation/Formal**

In addition to the requirements for work completion, students must demonstrate an acceptable degree of compliance with the behaviour code. Students with incomplete work at the time of graduation will not be able to participate in the graduation ceremony nor attend the formal.

Evaluation:

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