**Due Date Policy**

All classwork, homework, assignments and projects are subject to the **School Due Date Policy**.

All work must be submitted by the due date (or agreed date if an extension has been negotiated and an alternative date set).

A range of consequences are in place to assist students who fail to meet due dates or have difficulty organising their time to meet due dates.

Year 11 and 12 students are subject to internal suspensions if due dates are missed to ensure assignments are completed and passed in as soon as possible, even though the due date has lapsed. Marks will be deducted.

### Year 7 to 10 Due Date Policy

**Due Dates Policy** for students in Years 7 to 10 for assignments due in a week or more and where class time and a number of homework nights were allocated for completion.

**No work done** in allocated lesson time. No work done during homework. Nothing to hand up on due date.

- **Excuses** may include forgot, family dinner, cricket practise, too tired. No medical reason.
- **Outcome** – Lunchtime detention and 0% achieved.

  To avoid this consequence use lesson time to establish your work plan, show websites you will use as resources or references, write notes or ideas.

  If this is a pattern, parents may be asked to attend a meeting at school and student placed on a Card to assist with organisation.

  **LEARN TO USE** lesson time so you have something to show, such as a plan or reference sources, notes or ideas which will be a significant start to an assignment.

**No work done** in allocated lesson time. No work done during homework. Nothing to hand up on due date.

- **Reason**
  - Medical reason with Doctor’s Certificate; suddenly sick the night before due date with note in Planner from parent;
  - Bereavement with a note in the Planner from a parent.

  **Outcome** – One day extension but the maximum available result is 55% of assignment mark as class time was not used effectively to commence task so there is at least some work to hand up.

  **LEARN TO USE** lesson time so you have something to show, such as a plan or reference sources, notes or ideas which will be a significant start to an assignment.

  **Preparation is at least 45% of an assignment and is evidence to your teacher that you have been working.**

Where a student knows they will be late for a due date, an Extension Request Form is to be filled out and either handed to or emailed to the Subject Teacher 48 hours prior to the due date.

**Significant work done** during lessons and homework nights leading up to due date, and the teacher has sighted this work.

- **Significant amount to hand up on assignment due date but incomplete.**

  **Reason**
  - Medical reason with Doctor’s Certificate; suddenly sick the day/night before due date with note in Planner from parent,

  **Outcome** – Extension granted for length which the teacher will determine, based on report time, with no loss of marks.

**Significant work done** during lessons and homework nights leading up to due date, and the teacher has sighted this work.

- **Significant amount to hand up on assignment due date but incomplete.**

  **Reason**
  - Bereavement or significant family disruption which made it difficult for student to complete the task with a note in the Planner from a parent,

  **Outcome** – Show teacher what has been done and if significant progress then an extension of one extra day can be made with 5% loss of marks. To avoid the 5% loss of marks, finish the assignment and hand up first thing in the morning or at recess time on the day it is due. Extension granted for length which the teacher will determine, based on report time, with no loss of marks.