

Mordialloc College Work Submission Policy

At Mordialloc College, we are focused on excellence, innovation and high expectations in everything we do. We want every student to achieve their highest potential. It is important that every student demonstrates a sense of pride in their academic work.

As such, we expect every student to aim for his or her personal best in everything they do and demonstrate self-respect for and pride in their work. Each student is responsible for completing every task on time and to the best of his or her ability to enable teachers to assess their learning progress.

A reminder that all students are responsible for:

1. developing and following a home study routine
2. writing all due dates clearly in their planner
3. collecting an assessment rubric¹ and/or information about the work required from their teacher before beginning an assessment task
4. using the assessment rubric and/or information received to ensure they complete all tasks to the standard expected by their teacher
5. asking questions to clarify any aspects of the assessment task that are unclear
6. starting work on the assessment task well before the due date to ensure that it is completed on time
7. handing in all tasks on time and completed to the best of their ability
8. if an extension is required, arrangements should be made, where possible, with the teacher at least 3 school days before the due date.

Note: If absent from class, e.g. for sport, excursions, camps, music, it is each student's responsibility to be organised and ensure that the work is submitted by the due date, and that any tests are completed as soon as possible.

Where submitted work is deemed not to be the student's personal best effort, teachers will return work to students to be done again in any of the following cases:

- it is clearly below the standard at which the student is capable of working
- it is incomplete
- the student has not followed the instructions set out at the start of the task
- the presentation is poor, reflecting either a lack of effort or pride on the part of the student.

Where due dates are not met — for Years 7–9 (Middle School):

1. Parents will be informed by the classroom teacher via a note in the Student Planner or a Late Submission Notification may be sent home.

¹ Assessment rubric = A criteria sheet that clearly outlines the skills and understandings that demonstrate at, below or above the expected standard.

2. Late submission of work will be reflected in the Personal Learning component of the rubric and this will also be reflected in the student's report. Students may be required to attend a work management session after school on Monday or Thursday to complete set work.
3. Parents should check each student's planner and sign any notes. Home Group or class teachers will follow up any notes in the diary not signed by parents.
4. In case of legitimate student absences, teachers will make a judgment about a reasonable extension deadline.
5. If students consistently do not meet deadlines and/or they have not handed in a major assessment item, then the relevant Year Level Coordinator or Director of Sub-School will be contacted. Students will be asked to complete work after the due date at lunchtime or at after-school sessions until the work is finished.
6. Students who consistently fail to meet work submission guidelines will not be allowed to participate in co-curricular activities, e.g. Interschool sports.

Where due dates are not met— for Years 10–12 (Senior School):

Late submission of work will result in the issuing of a Late Submission Notification. The actions for this process are as follows:

1. the teacher records late submission of work in the Student Planner
2. the teacher emails parent to inform them that the student will need to attend the next study session and attaches a copy of the work if possible; cc. to the Year Level Coordinator (YLC) in this email
3. the YLC will enter the student and the work details into the Study Session database
4. students will be required to attend the study session (Year 10 — Monday; Years 11 & 12 — Wednesday).

A record is kept of the number of Late Submission Notifications students receive. Three late submissions of work in a subject constitute a failure in that subject for students undertaking VCE units.

This policy was last ratified by Council on 28 June 2011.