

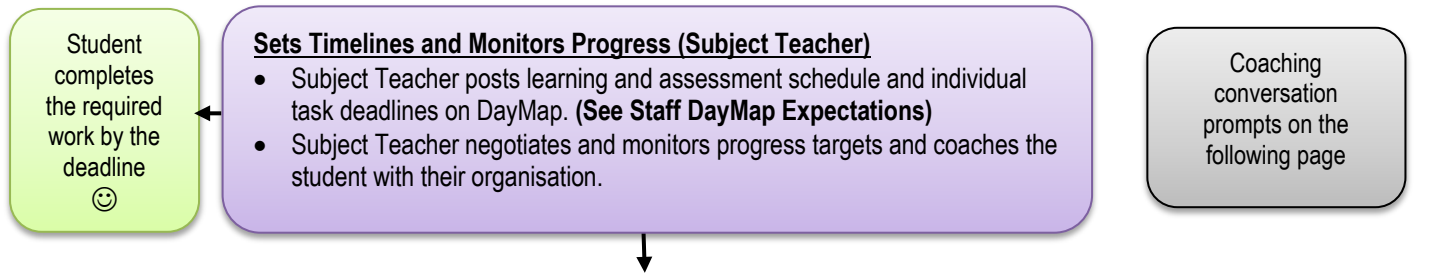


Procedures

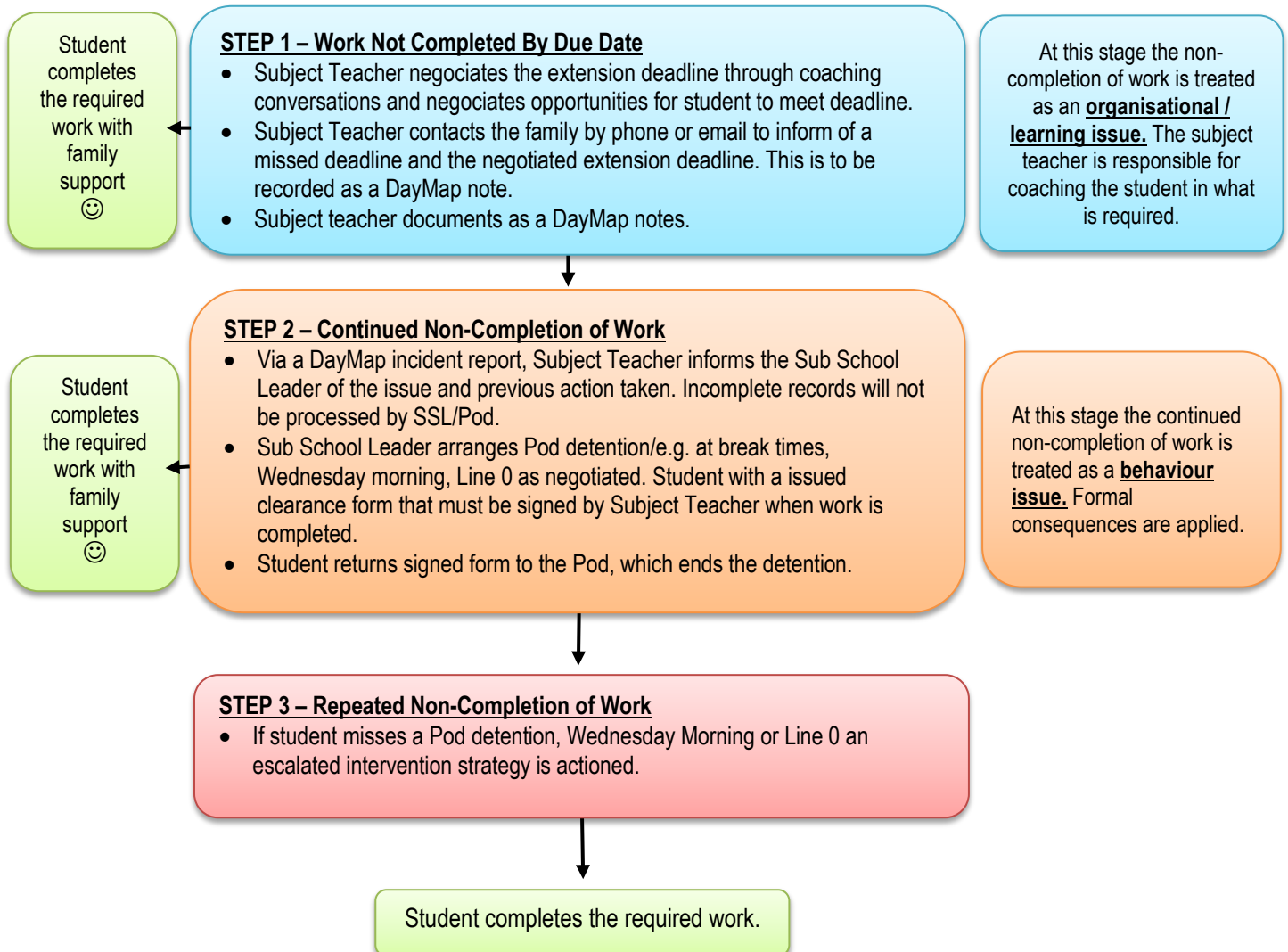
GLENUNGA INTERNATIONAL HIGH SCHOOL

Middle School Work Expectations

Teachers are committed to challenging all Middle School students to achieve excellence (defined in terms of their personal best) through consistently producing quality work. Non-completion of work is unacceptable as it indicates that the work wasn't an important contributor to learning. When students do not complete required work learning is hindered and progress cannot be made. Subject Teachers coach students to deliver on the Value of Excellence^{PB} by supporting them to complete all work to the best of their ability. Students are expected to take responsibility for their learning and ensure that all work submitted for assessment reflects their personal best. When this expectation is achieved in Middle School it prepares students well for success in Senior School and beyond.



Middle School Work Expectations - Process



Coaching conversation prompts

- What happened that prevented you from getting the work in on time?
- Are you clear on what the task is? Do you have any questions about it?
- What could you have done differently to meet the deadline?
- What do you do when you don't know what to do?
- When and where do you study at home?
- Are you behind on anything else?
- What needs to happen next for the work to get done?
- What could I do to assist you?
- When do you think is a realistic timeframe for completing the work?

GIHS: Staff DayMap Expectations

Middle / Secondary DayMap Expectations	
	Description
ADMINISTRATION	Lesson attendance accurately marked each lesson Attendance followed up regularly to minimise unexplained absences 'U'. Update as required to ensure attendance on student reports is accurate
	Subject Teacher Notes - <i>relevant information + action taken/needed</i> <ul style="list-style-type: none"> • Academic / Missed Deadlines / Behaviour • Communications – successful and unsuccessful attempts
TEACHING AND LEARNING	Lessons notes
	Outline
	Out of class learning
	Task Sheets are uploaded or links to VLEs provided with all relevant information (<i>e.g. Rubrics, Due Dates, Task Description, VLE materials</i>)
	Relief notes are left in DayMap that are supportive of both Reliever & Students
ASSESSMENT AND REPORTING	Grades Books <ul style="list-style-type: none"> • Grades for each Summative Task published in a timely fashion with feedback provided (<i>feedback: wonderings, how to progress, positives</i>) • Formative Assessment – subject teacher discretion
	Traffic Lights <ul style="list-style-type: none"> • Complete on time through the year when required