

Senior School Work Completion Procedures

STEP 0
Learning
Culture

STEP 1
Request
extension

STEP 2
Deadline
not met

STEP 3
No delivery of
required work

STEP 4
Alternative Pathway
Conference

Students will...	Engage in learning. Note progress markers. Plan work commitments. Strive for personal best.	Request extension 2-3 days prior to deadline via extension request form. Email form to teacher and family.	Attend work completion (Line 0) on Tuesday and Thursday. Email work in PDF format to the Sub School Leader and subject teacher.	Attend internal suspension on Monday in The POD to complete required work. Attend a family conference with the Sub School Leader or Learning Area Leader.	Withdraw from subject and seek alternative pathway.
Teachers will...	Design learning that engages students. Set progress markers for longer assignments.	Receive extension form. Accept or decline via email to the student. Update Daymap with manual adjustments to due date.	Assess work from progress marker stage or allocate zero grade. Email the student and phone the family regarding interim grade, missed deadline and work completion session. Coaching conversation ¹ about missed deadline. Student allocated to Line 0. Mark student work from work completion session. Redeem interim grade. Sign off in Work Completion Hub.	Have coaching conversation ¹ with student in The POD. Receive work at end of internal suspension and provide final grade.	
Year 11 Mentors will...	Establish and create culture. Support students to plan assessment deadlines.	Coach extension ¹ request.	Coaching conversation ¹ about work completion.	Coaching conversation ¹ .	Attend pathway conference with family, student and Sub School Leader.
Year 12 Mentors will...	Support students to plan assessment schedule using Outlook calendar.	Coach extension request.	Check Work Completion Hub. Coaching conversation ¹ . Support attendance at work completion session.	Coaching conversation ¹ .	Attend pathway conference with family, student and Sub School Leader.
Sub School Leaders will...	Create culture for students to strive for their personal best the first time, every time. Ensure students understand Work Completion Policy.		Facilitate attendance at work completion sessions. Facilitate coaching conversations with students ¹ . Receive PDF of student work.	Issue internal suspension via Daymap that notifies student, family and staff. The POD to manage internal suspension documentation. Receive PDF of student work. Support subject teacher with coaching conversation process.	Facilitate family conference re: withdrawal from subject and alternative pathway. Complete paperwork.

¹ COACHING CONVERSATION PROMPTS

- What prevented you from meeting the deadline?
- How can I support you further?
- Are you behind with any other work?
- Do you have other assessments due?