

Year 7-10 Work Completion Procedures

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 not an option as it indicates that the work was not 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.

STEP 0 Culture of Learning

STEP 1 Extension Request

STEP 2 First time non-completion

STEP 3 Repeated non- completion of work

Students will...	Engage in learning. Note deadlines on DayMap. Plan work commitments. Strive for personal best.	Communicate with the teacher at least 24 hours prior to the deadline through DayMap Extension Request as to why they will not meet it. Ensure family is aware of the deadline not being met.	Attend work completion day in The POD on agreed day. Email work to subject teacher when complete or what they have completed by end of day (cc Mentor and family).	Attend Wednesday morning or Work Completion Day in The POD. Attend a family conference with the Sub School Leader or Learning Area Leader.
Teachers will...	Design learning that engages students. Actively check-in and coach students with their learning and organisation where required. Negotiate extensions with students as required before the set deadline. Add assessment deadlines to DayMap.	Receive Extension Request from student and decide to accept or decline*. Negotiate the extension deadline and support opportunities through coaching conversations. Provide their own space, time and support for the student to complete the work or make arrangements with The POD if needed. Phone or email the family to inform of a missed deadline and the negotiated extension deadline and agreed support (cc Mentor in, post on DayMap).	Record the student's grade for the summative task as a 'P' grade in DayMap. Complete Middle School Missed Work Completion record on DayMap*. Send Record as an email to Mentor Teacher, Sub School Leader, Pod Team, Family and Student. Assess completed work or what has been submitted by end of day (student is able to return to class when work is completed). Record final grade on DayMap that reflects work submitted.	Have coaching conversation ¹ with student in The POD. Receive work at end of the Wednesday morning/Work Completion Day, assess student work and record final grade in Daymap that reflects the student learning represented in the work.
Families will...	Support students to plan assessment deadlines. Be active users of DayMap Parent Portal.	Acknowledge teacher communication and clarify how they can support the student.	Have coaching conversations and support the student to complete the work.	Attend a family conference with the Sub School Leader or Learning Area Leader.
Year 7-10 Mentors will...	Establish and create culture. Support students to plan their assessment schedule.	Coach ¹ extension request.	Coaching conversation ¹ . Support attendance at the POD to complete work.	Coaching conversation ¹ . Optional attendance at family conference.
Sub School Leaders will...	Create culture for students to strive for their personal best the first time, every time. Ensure students understand Work Completion Procedures.		Support subject teacher and The POD to ensure the student attends on the agreed day. Facilitate coaching conversations with students ¹ .	Issue Wednesday morning or Work Completion Day via Daymap that notifies student, family and staff. POD to manage documentation. Support subject teacher with coaching conversation process.

*See [Year 7-10 Work Completion Procedure – How to Request Work Completion Day in Pod](#) for support

¹ Coaching Conversation Prompts
What prevented you from getting the work in on time?
Are you clear on what the task is? What questions do you have?
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 any other deadlines?
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?

Daymap Expectations for Staff

	Descriptions
Administration	Lesson attendance accurately marked each lesson. Attendance followed up regularly in partnership with Student Services to minimise unexplained absences 'U'. Update as required to ensure attendance on student reports is accurate.
	Daymap Notes - relevant information + action taken/needed <ul style="list-style-type: none"> • Academic / Missed Deadlines / Behaviour • Communications – successful and unsuccessful attempts
Teaching and Learning	Lesson notes
	Outline - All subjects must have a visible assessment schedule (eg word or PDF) in the outline tab for parents to access by the end of week 1 each term. A Google link to a live schedule should only accompany the assessment schedule if parents can access this.
	Out of class learning for students.
	Task Sheets are uploaded or links to VLEs provided with all relevant information (eg Rubrics, Due Dates, Task Description, VLE materials).
	Relief notes are left in Daymap that are supportive of both reliever and students.
Assessment and Reporting	Grades Books <ul style="list-style-type: none"> • Summative Assessment tasks are posted at least one week prior to due date. • Grades for each Summative Task published in a timely fashion with feedback provided (feedback: wonderings, how to progress, positives). • Formative Assessment – subject teacher discretion.
	Traffic Lights <ul style="list-style-type: none"> • Complete on time through the year when required.