1.0 Rationale

1.1. At Kilvington Grammar School we believe that the ability to meet prescribed work deadlines is a critical life skill and that this skill comes more easily to some than others.

1.2. The ability to meet work deadlines and the effectiveness of homework to support learning requires a strong partnership between parents/caregivers, students and teachers.

1.3. This policy is directed at the Kilvington community to ensure that there is a shared understanding of policies and strategies related to late work.

2.0 General Understandings

2.1 For Students

- Students acknowledge that meeting deadlines is an important skill
- Students want a fair and equitable policy that applies to all
- Students understand that a late work policy is designed to support them in developing their organizational and time management skills.

2.2 For Parents

- Parents recognise that the ability to organise one’s work and meet deadlines is a life skill
- COR and student planner amongst other reporting tools will help parents to gauge the extent to which their student is developing these skills.

2.3 For Teachers

- A culture among students of submitting work on time significantly reduces the time teachers are involved in correction and follow up of work not submitted
- Teachers work with students to provide a learning environment that maximizes the student’s ability to submit work on time
- Teachers in the first instance will judge whether the student is capable of tackling a task. The task may need to be modified and/or additional assistance provided if completion is to be realistic.

3.0 Policy Years 7 - 12

3.1 Consequences for Late Work

For each day after the agreed deadline for submission, approximately 5%, of the maximum number of marks for the task will be deducted. If work is more than one week late it will be marked and assessed as either Satisfactory or Not Satisfactory only.

All late work will be corrected and feedback provided. Where there are exceptions to these provisions, teachers will explain these at the beginning of the task.

Teachers will be able to make a comment in COR and/or the student planner related to how many days a task was late. Criteria are marked independently based on merit, but the overall grade will reflect the submission of late work.
Teachers may also require students to attend catch-up sessions at lunchtime to complete any work still outstanding.

3.2 Non-Submission Reasons

If students have a legitimate reason (eg. Illness) for late submission of work then a new submission date needs to be negotiated.

3.3 Requests for Extensions

Any request for an extension of a deadline by an individual student needs to be made to the teacher prior to the deadline occurring.

4.0 Implementation

4.1. The Deputy Principal is responsible to the Principal for the development of whole school policy in the area of Late Work.
4.2. The Academic Dean's role is to manage the overall approach to Late Work in their subject areas within the curriculum as a whole.
4.3. Subject teachers are expected to clearly communicate submission dates to students giving ample time in class and at home to complete tasks.
4.4. The Deputy Principal will monitor the overall implementation of this policy and report annually, or as required to the Principal.

5.0 Evaluation

Policy last reviewed April 2013.
Review Cycle 3 years.