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# Lucindale Area School

## Year 8 to 10 Deadline Policy

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Assessment deadlines exist to support students to manage workloads and meet the requirements of subjects. This also ensures that teachers have supported students in the writing of their work and completing progress checks to ensure students are keeping up to date

Lucindale Area School teachers will provide students with realistic deadlines and will support students to ensure that they meet all deadlines successfully. To do this the school has the following expectations

### Expectations of Teachers

- Teachers will set deadlines when drafts and final summative tasks must be submitted
- Teachers will set deadlines on a day they have a class and the deadline occurs during the lesson
- Discounting of marks for work handed in late is not allowed
- Teachers will support students to maximize the chance for student to meet deadlines successfully
- Subject teachers will notify parents of a missed deadline, both drafting and final assessment deadline, by a phone call. If in the event a parent can't be contacted by phone, a letter or email is to be sent home
- Subject teachers will notify the senior school coordinator of a student who has missed a deadline. Additional support will then be organised for the student
- If further deadline issues arise, the home group teacher or secondary coordinator will ring the parents and meet to discuss deadline issues and ways to support the student

### Expectations of Students

- Students will ensure they write all deadlines in their diaries and use this to plan their work
- Students will organise themselves to have work completed by the deadline set by the teacher
- Students who are absent for the day of the deadline, will arrange for the assessment task to be delivered by a third person, or emailed to the teacher before the end of the day. Alternatively the student could submit the work the day before they are absent
- Students who miss a draft deadline will have a note sent home to parents and then be provided with teacher support during after school study lessons to ensure they are able to complete the draft and successfully submit their completed assignment on time.
- Students who miss a second deadline for the same assignment will have, recess and lunch cancelled and will work in the Front Office, to maximize the support we can offer

### Extension to Deadlines:

Extensions will be given in specific circumstances, but should not be automatically expected. Short-term absences and other commitments do not warrant an extension.

- Extensions must be applied for at least 24 hours before the deadline date. A 'Deadline Extension Request' form needs to be completed by the student with a parent to sign with reasons for the extension request. Subject teachers will consider the request and provide a response, by email, the same day the request is submitted.
- Extensions requested closer to the deadline date than 24 hours, must be approved by the appropriate coordinator. These requests must still be made on the 'Deadline Extension Request' form.

### Drafting:

- Students are encouraged to draft their work. This can be done in many ways, including getting parents or other students to read their work. Redrafting during the development stage of an assignment is critical for teachers to provide feedback and for students to improve their written work. Redrafting is considered important for all assessments and is therefore allowed. Students can submit up to a maximum of two completed drafts for any piece of work.
- Work can't be redrafted AFTER a piece of work is assessed.