



VALLEY VIEW
SECONDARY SCHOOL
— Every Student Matters —



DEADLINE POLICY

Policy revised	Endorsed by	Next revision date
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DEADLINE POLICY

Purpose

The purpose of the Deadline Policy is to support learners to take responsibility for meeting deadlines when submitting tasks. Furthermore, the policy supports the transition from school to work or tertiary pathway by valuing the importance of time management, organisation and accountability to self and others.

Failure to meet deadlines in the real world has consequences. Therefore, part of this policy is focussing on strategies to ensure that work is completed, even if the deadline is not met.

‘Every Student Matters’ means that teachers will take into account factors that are beyond a student’s control that may reduce the opportunity a student has to complete and submit an assessment before a deadline.

An assessment deadline at VVSS is defined as:

- the time when a task is to be completed, at a particular time or in a particular lesson (eg a test) or
- the time or day when an extended assessment task has to be submitted (eg an assignment)

RESPONSIBILITIES OF TEACHERS:

1. Teachers will set assessment deadlines that may or may not be determined in negotiation with students
2. Teachers will provide a program of learning each term, semester or year which will include an assessment outline. This will be made available to students and parents
3. Teachers will set deadlines when assessment tasks are initially presented and documented accordingly eg on the task sheet/student diary/DayMap
4. Teachers will give due and fair consideration to the length of time to complete the assessment task
5. Teachers will ensure that the personal needs and skill level of a student are taken into account when deadlines are set, and teach the necessary organisational and research skills so that students are able to successfully meet deadlines
6. Teachers will ensure that extended assessment tasks have a process and timeline (progressive deadlines) that scaffolds students to complete the assessment in stages including indicators of progress, collection of evidence of learning, and opportunities for feedback, throughout the duration of the task
7. Teachers will ensure that documented homework time is used to complete assessment tasks with progressive deadlines (for student who do not complete homework please apply HW detention strategy as found on BM policy)
8. Teachers will ask for parent/caregiver note when granting extensions but may use their discretion if the student does not provide one
9. Teachers will adjust tasks and deadlines for NEP students as outlined in their One Plan as required
10. Teachers are expected to implement a range of strategies, in negotiation with parents and students (eg, lunch time lesson, community service) to ensure students who do not meet deadlines are followed up with appropriate disciplinary procedures to ensure they complete the set work (abstaining from completing work is not an option)



RESPONSIBILITIES OF HOUSE MANAGERS:

1. Support teachers in the management of students who do not complete set work during the initial detention
2. Work with Wellbeing Team to identify students who persistently do not meet deadlines, and develop intervention strategies to support the students to improve responsibility of own learning. This is to be incorporated into Case Management process.

RESPONSIBILITIES OF STUDENTS:

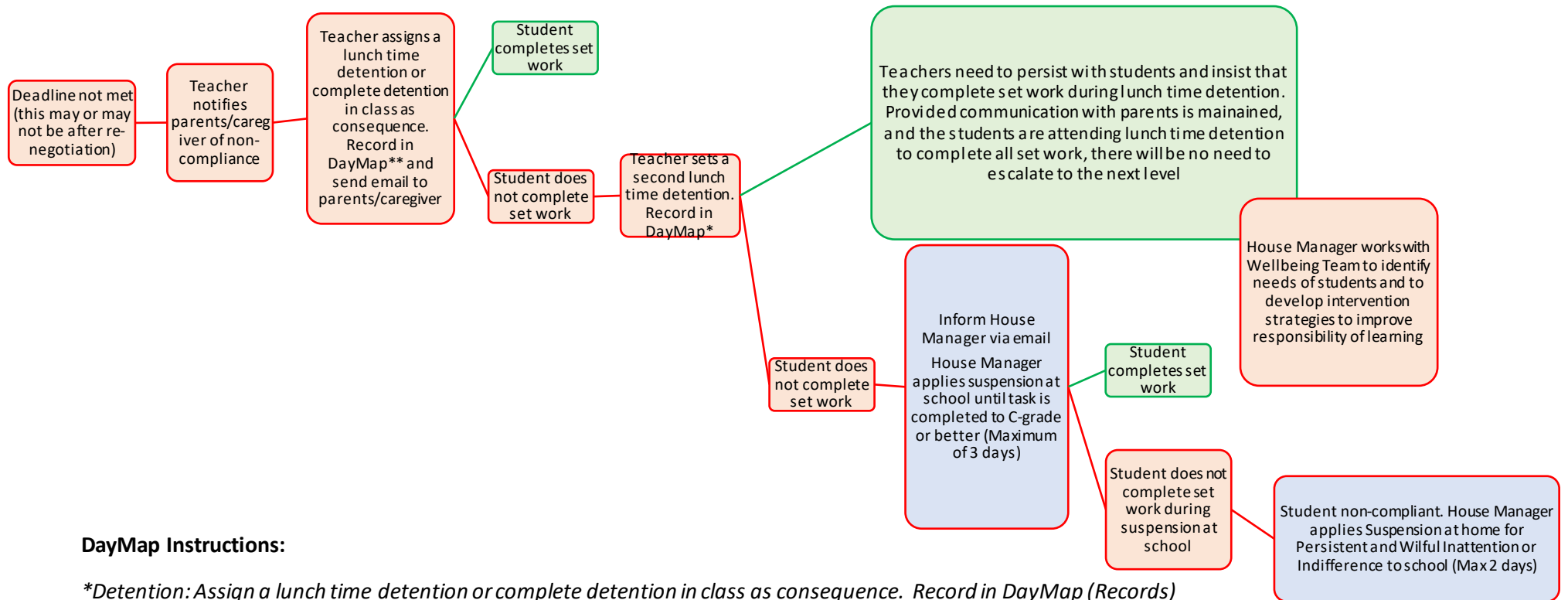
1. Students will be proactive in seeking support, assistance and/or guidance throughout the assessment task as needed
2. Students will request an extension at least ONE day prior to the deadline for genuine reasons such as illness or family commitments
3. Students will submit a parent/caregiver note when requesting extensions for the majority of situations. In special circumstances, teachers may use their discretion and grant an extension without a note
4. Students will abide by the Deadline Policy and follow the consequences of failing to meet deadlines
5. Students will use their homework time to complete assessments and meet deadlines as directed by teachers

RESPONSIBILITIES OF PARENTS/CAREGIVERS:

1. Parents/Caregivers are encouraged to ring the school and discuss negotiation of deadlines with teachers and/or provide a note explaining why their child could not meet a deadline
2. Parents/Caregivers are asked to support their child to meet the Deadline Policy which will enable greater responsibility, organisation and accountability for learning goals

APPLYING ASSESSMENT DEADLINE POLICY FLOW CHART

Non-Compliance Process 8-12



DayMap Instructions:

**Detention: Assign a lunch time detention or complete detention in class as consequence. Record in DayMap (Records)*

***Record in DayMap under “student note” – “assessment”:*

View Details → Add → New → Student Note → Category –choose “assessment”, and “send note” to parents using “add additional contacts”