

Ringwood Secondary College

Year 7-10 Work Submission Policy



Help for non-English speakers.

If you need help to understand the information in this policy, please contact Ringwood Secondary College on (03) 9870 2002.

Ringwood Secondary College is committed to creating and maintaining a child safe and child-friendly organisation. The Child Safe Standards are compulsory minimum standards for all Victorian schools to ensure they are well prepared to keep children and young people safe and protect them from abuse. [Ministerial Order 1359](#) provides the framework for child safety in schools.

Purpose

The submission of work for assessment is an integral part of the teaching and learning process. This policy provides a framework to support students by enacting the school values of respect, resilience and achievement. At Ringwood Secondary College we have developed a process that is equitable and fair to all students and applied consistently across all sub schools and learning areas.

Aims

- To establish protocols and procedures that support students to submit work
- To ensure that students and parents understand the importance of completing and submitting work
- To provide support for students who need assistance in effectively managing time to meet deadlines
- To build students' sense of individual responsibility, practice self-regulation and establish time management processes

Implementation

Protocols and procedures

- a) The submission of all assessment material by the due date is the responsibility of the student. Students must plan their workloads to meet deadlines
- b) Submission items and due dates will be clearly communicated to students via Learning Tasks and/or information distributed by the teacher and should be recorded by the students in their chosen calendars
- c) All submitted material must be the student's own work. Plagiarism, copying of other students' work and inappropriate use of AI will result in sanctions
- d) If the submission is handwritten, it must be legible and presented neatly
- e) Ringwood Secondary College recognises that on occasion, meeting submission deadlines is difficult due to extended absence, illness and medical conditions. In such cases, students need to provide their teacher with an email/or communication from their parent/carer which notifies the work will be submitted late, at least 24 hours before the submission date

- f) Students are advised that commitments outside of school are not sufficient reasons for an extension.
- g) In the case of a major assessment task such as an AT (Assessment Task), Year Level Coordinators will be alerted of the Chronicle entry for future follow-up if deemed necessary.
- h) If a student repeatedly does not submit work, parents may be called for a meeting with a Year Level Coordinator. At this meeting, an agreed action plan will be developed for assisting the student in completing work.
- i) In cases where students do not meet the deadlines for submission, the following steps will be taken:

Type of work	Action	Impact
Short submission – classwork or homework	Students will be required to complete the work in a time set by the class teacher. This will usually be at lunchtime. Students will be informed by their teacher when they are expected to attend. There is an expectation that students record and manage due dates and turn up promptly at the designated time.	No impact on grades. S or N judgement will still occur.
Assessment Task	<ul style="list-style-type: none"> • Teachers to: <ul style="list-style-type: none"> ○ have an educative / growth discussion with student to focus on future changes ○ Compass chronical posted to alert Parents/guardians of non-completion / non-submission of the task • Students may be required to authenticate the late work or to attend a catch up class 	A revised submission date will be negotiated directly with the teacher. Work not submitted by the revised date (no longer than one week) will receive an unsatisfactory grade.

Parent and Student understanding

It is an expectation that students complete all assessment tasks for every subject that they study. Non-submission of work will affect a student's progress and the overall grade a student receives during a semester. Parents can support their child's education outcomes by monitoring their child's submission of work.

The Work Submission Policy is published on the College website and included in the year level handbooks. Students who may benefit from support completing their homework tasks are encouraged join the Ringwood Secondary College's Study Group. Further information about this can be obtained by contacting the College.

Policy status and review

Assistant Principal is responsible for reviewing and updating the Year 7 – 10 Work Submission Policy at least every three years.

Approval

Policy last reviewed	18 October 2023
Consultation	College Council
Approved by	Rosina Fotia (Principal)
Next review date	October 2026