

## **Satisfactory completion of Year 7-12 School Assessed Coursework (SAC)**

The emphasis at WPSC is upon building positive partnerships between families and the school, and to assist students in getting the most out of their education at every year level.

This document provides a semester timeline outlining two major tasks for each subject at each year level. The timeline will enable students and parents to organise their time to complete and hand in set tasks by the due date.

These are major assessment tasks in years 7 to 10, or assessment tasks as prescribed by VCAA in VCE/VCAL in years 11 and 12. The “rich tasks” are central to the satisfactory completion of the subject and involve both classwork and homework. They form part of the overall homework program set during the semester which may also include other project work, reports, reading and revision.

### **Stage 1.**

- In order to satisfactorily complete the subject, Major Tasks must be fully completed and handed in by the due date.
- It is expected that all students will make every effort to complete the requirements of stage 1.
- In some exceptional circumstances students may not be able to hand major tasks in on time. If this should occur the following staged response will occur:

### **Stage 2**

If the SAC task is not submitted by the due date the subject teacher will have the discretion to extend the submission time by up to one week. Extensions are not automatically given, especially in the case of a VCE/VCAL task but may be requested in the case of illness or special circumstances. A note from parents is required for the granting of an extension.

### **Stage 3**

- If after the extension is given a student does not submit work as required, the teacher notifies the relevant Team Leader.
- Students are followed up with Footprints/Home Group Teacher/Coordinator to discuss. This may result in a year level detention to enable the student to complete the work under supervision.
- If the required work is not submitted within the amended time frame the students will be required to attend a “Principal homework” session on the next available Monday afternoon (3-4pm) in the library. Families will be notified at least 24 hours prior if a student is required to attend.
- Only Learning Level Leaders or Team Leaders can report students for the “Principal homework” sessions. Only in extreme circumstances may a Principal’s Detention be delayed.
- Students are required to come prepared for work in these sessions. There will be access to ICT if required. These sessions will be supervised by Principal Class.

### **Stage 4**

- Consistent breach of guidelines may result in a Parent/Guardian meeting to negotiate a suitable outcome to improve learning outcomes. If a student misses three Principal Homework sessions in a semester there will be automatic follow up with Parent/Guardian to discuss supporting this student in completing tasks.

**The aim of this process is for students to take pride and responsibility in completing the major tasks to the best of their ability and to enable them to gain maximum benefit from their learning.**