



St Mary's College

Assignment Policy

At St Mary's College, the classroom teacher offers support to students during the school term with regards to set tasks and assignment work.

The classroom teacher sets aside some class time for students to do research (on computers or using library resources) or the assignment tasks and constantly reminds students of the time-line leading to the due date, besides giving extra assistance when requested.

Our drafting policy encourages students to submit drafts that are checked and commented on before the due date.

Students must learn the discipline of and accept the responsibility for meeting their work obligations and deadlines.

If students do not submit an assignment on the due date, the classroom teacher will insist that the student write what they know about the assignment topic on the day it is due if they have not brought it in, or the next day in class if they have been absent. **A formal letter will be posted home from the classroom teacher and signed by the AP Curriculum.**

Students should not be given unfair advantage by being given extra time to complete assignment work because they haven't met their academic obligations. Students who genuinely need extra time have the opportunity of applying for an Extension by seeing the AP Curriculum.

At St Mary's College, reference to the Assignment Policy is clearly stated on the task sheet and students attention drawn to it, so all students are aware of this procedure.

If teachers need to give academic support they may organise this themselves with the support of their Head of Department, at a time that is suitable for the teacher to supervise their own students who require help before the assignment is due. Academic Support sessions may be used to support students in the drafting process. If a student is required to attend Academic Support by their classroom teacher – the teacher contacts the parents via a phone call or Blue Academic Support card seeking permission for their son to attend. The classroom teacher will decide where and when Academic Support will be offered.