



*Educated for Excellence,
Prepared for Life.*

HAPPY
SMART
PREPARED



At Mount Eliza Secondary College we are focused on excellence, innovation and high expectations in everything we do. We want every student to achieve their highest potential and in order for that to occur, it is important that each student demonstrates a sense of pride in their academic work, and respect for the opportunities provided them by their teachers. Students are responsible for completing every task on time and to the best of their ability to enable teachers to assess their learning progress.

It is expected that students:

1. Develop and follow a home learning routine
2. Record all due dates as outlined on Compass, in their planner of choice
3. Regularly access the lesson and assessment information provided on Compass
4. Ask questions to clarify any aspects of the assessment task, which are unclear
5. Start work on the assessment task well before the due date to ensure that it is completed on time
6. Hand in all tasks on time and completed to the best of their ability

In the event an extension is required, arrangements should be made with the teacher where possible, at least 3 school days before the due date

Note: If absent from class e.g. for sport, excursions, camps, music, VETiS, it is each student's responsibility to be organised and ensure that any missed work is completed and submitted by the due date, and that any tests are completed as soon as possible.

Where submitted work is deemed not to be the student's personal best work:

Teachers will return work to students to be done again in any of the following cases:

- It is clearly below the standard at which the student is capable of working
- It is incomplete
- The student has not followed the instructions set out at the start of the task
- The presentation is poor, reflecting either a lack of effort or pride on the part of the student
- The work is not deemed by the teacher to be the student's own original work (eg: MYP not adhering to Academic Honesty Policy, VCE authentication)

*Please note a **green tick** on Compass recognises **submission of work** not satisfactory completion

Years 7-9 (MYP) and Years 10-12 (SPP)

Incomplete work, late submission of work or work not deemed their personal best will result in the student being assigned to the afterschool **Learning Redemption Program** session. The actions for this process are as follows:

1. In case of legitimate student absences, teachers will make a judgment about a reasonable extension deadline
2. The classroom teacher will inform students and parents of the required attendance via an entry on Compass
3. Students who complete the work prior to the designated LRP session still need to attend the session as they have not met the deadline
4. The MYP and SPP Student Wellbeing Leaders will follow up students who do not attend the afterschool session
5. Failure to attend the afterschool session will result in a Friday after school session with the Principal Team
6. Failure to attend a Friday after school session will result in a parent meeting and the student provided with an alternate program until the meeting occurs
7. If a student consistently does not meet deadlines or complete work to their personal best, the Student Wellbeing Leaders will meet with parents/carers to discuss the student's progress and this may result in non-participation in co-curricular activities e.g. Interschool sports etc.

NB: Due to the move to continuous reporting, any work submitted 1 week after the due date will not be assessed by the teacher, unless a parent contacts the teacher and organises this in advance.