

St Joseph's Catholic High School – Year 10 –Illness/Misadventure Procedure

Hand-In Assessment Task or In-Class Examination

In the event that students fail to hand-in an Assessment Task on the due date or they fail to present at school for an in-class assessment the following procedure is to be adopted.

Where possible, if a completed task can be emailed, it should be emailed to the class teacher on the due date.

Class Teacher emails Curriculum SSO on the day of the task of any absences (and includes a copy of the notification). CC Copy sent to KLA Coordinator/ Year Coordinator.

On this same day, Curriculum SSO emails the absent student with a reminder of the Illness/Misadventure requirements and the Illness/Misadventure Form.
Cc Parent

Illness/Misadventure documentation is to be returned to the Curriculum Office on the first day back of attendance and the task is rescheduled by the Curriculum Office. Curriculum SSO to organise exam and deliver completed paper to relevant KLA upon completion.

Hand-in Task is to be submitted to the Curriculum Office with the Illness/Misadventure documentation on the first day back of attendance.

Failure to provide correct documentation within 3 days of returning from absence may result in an N-Warning.

Curriculum Coordinator will generate the N-Warning and notifications will be sent to the KLA Coordinator and Curriculum SSO.

Curriculum Coordinator will continue to liaise with student and monitor the N-Warning process until the task in question has been rectified. KLA Coordinator to be informed throughout.

Failure to meet Coursework Requirements

KLA Coordinator to notify Curriculum Coordinator of student who is failing to meet coursework requirements

Curriculum Coordinator to generate N Warning and meet with student to discuss concern and support strategies.

In the event that a student is in jeopardy of a third N-Warning, a meeting with the Principal will be required.