

St Joseph's Catholic High School – Years 7-9 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 makes a parent notification in Sentral noting the missed task and reminds them that written explanation or a medical certificate is to be provided upon the students return to school. Notification is made to KLA Coordinator.

Failure to provide correct documentation within 3 days of returning from absence may result in a zero being awarded for that task.

Student returns to school with Medical certificate or written explanation from parent and provides this to the KLA Coordinator.

KLA Coordinator to generate a Learning Demerit/Failure to submit notification in Sentral – notifying Curriculum SSO. Letter will be emailed home to parents.

A Hand-in task that could not be emailed is to be submitted on the first day of return to school.

KLA Coordinator will liaise with the class teacher to ensure completion of in-class assessments/examinations.

KLA Coordinator to issue a detention to student. At this detention student will work on the missed task to meet the outcomes being assessed. Detentions will be ongoing until the task is completed.

In the event that a student fails to submit 2 tasks, a meeting is to be held with Parent/KLA Coordinator and Class Teacher to discuss concerns and support strategies.