1. In the interest of treating students fairly, deadlines need to be set and clearly indicated to students when work goes beyond a lesson.

   In the case of assignment type work or work which extends over a reasonable time frame, i.e. one week, the due date for completion should be in writing along with the instructions related to that piece of work.

2. **Deadlines may be negotiated if the student**

   2.1 Is deemed to be acting in good faith and has made a genuine attempt to meet the set deadlines.
   
   2.2 Has worked conscientiously in class (especially if class time was given for the work)
   
   2.3 Students are encouraged to discuss the progress of their work with their teachers in an on-going fashion thereby reducing the need for extensions.

3. **In order to negotiate an extension of time**

   3.1 A student must speak with the teacher at least two or more days before the due date to discuss the reasons for the extension.
   
   3.2 Students require a written note from parents to support their request for an extension.
   
   3.3 In the case of obtaining an extension a good work ethic will make the negotiation process a matter of course.
   
   3.4 If the teacher deems the reasons given to be unsatisfactory then an extension will not be granted.
   
   3.5 Where an extension is granted this extension will be determined according to the reasons provided.

4. If an extension is not negotiated and the deadline is not met the student will complete the set work in detention and receive a non-graded pass.

5. All students have a right to appeal if they consider they have not been treated justly.

To exercise this right the student must make an appointment with the Year Level Co-ordinator and bring to that meeting all relevant information related to the matter.

Upon considering all available information the Year Level Co-ordinator will determine an outcome. **This Decision is Final.**