

Devizes School Deadlines Policy

Rationale

Devizes School aims to encourage all students to complete their extended pieces of work on time and to their best abilities. However for a significant small minority, they fail to complete their work on schedule, or to the correct standard and hence fail to reach their full potential. This is because;

- students have become accustomed to extensions to deadlines
- Students are too reliant on completing controlled tasks and extended projects in lessons
- Some students show limited independence to complete the work
- Some students have limited organizational skills to complete these tasks without significant support
- Staff are “poaching” students to get overdue work completed in their lessons
- Some staff have allowed deadlines to drift

Pro-active Procedures to re-address the deadline issues

- There will be a WHOLE school shift in philosophy towards deadlines, that will be more rigorous, consistent and supportive from Line Managers and SLT
- HOF and other staff with KS4 and responsibility, in term 6 are to publish both year 10 and year 11 deadlines for their subjects, with specific dates if possible, otherwise the term in which their coursework and controlled task deadlines are. This will help students to identify hot spots over the 2 years and plan accordingly, or HOF could move deadlines if they are all asking for deadlines at the same time.
- These deadlines will be published on the school website, VLE, newsletters and letters home to those who we suspect will have problems keeping to these deadlines
- Posters will be displayed around the school with all these deadlines. Specific Faculty deadlines to be advertised within the Faculty
- Assemblies will be given throughout the two years to re-enforce this for KS4 students
- KS4 Co-ordinators could have responsibility for this as part of an Appraisal target
- **Staff are to set smaller deadlines, for parts of the work, in preparation for the BIG final deadline, so it's not so daunting to have a final deadline. And missed smaller deadlines result in detentions and work to be completed.**
- In term 6 Tutors use admin time on Wednesdays to collate parents details to update SIMS with accurate information
- Regular updates of parent details to include email addresses
- Staff will use SIMS to email classes to remind them of forthcoming deadlines and parents support will be sought for their children with keeping to these deadlines
- A new page in the planner (not available this year) for students to complete a deadlines timetable

Re-active Procedures if a deadline is missed

- If a deadline is missed then the following information is inserted/published into all extended tasks;
 - Students will be given 7 days to hand in the work

- Class teachers are to set up to 10 detentions at once (every lunch and every after school session) to complete the work
- Parents will also be made responsible for this deadline (letters, emails and phone calls)
- HOF will intervene where necessary
- HOH will support in provision of detentions if the Faculty cannot house them at a particular time
- **STAFF MUST STICK TO THE 7 DAY RULE AND NOT EXTEND THE DEADLINE**
- DHOF will run Deadline RAP meetings for persistent offenders

Date agreed by SLT: 13 May 14

Date approved by the Curriculum Committee:

Date approved/adopted by the Governing Body:

Date for Review: