

Classwork and Homework

It is the responsibility of students to pay attention, follow instructions and involve themselves in their classes. They must record the details of all set work and due dates. Students are also responsible for organising their own time in order to complete their school commitments. This requires students to complete work within the timeframe determined by teachers.

Students should draw up a homework timetable, taking into account subjects to be covered as well as outside commitments, including recreation. When specific work has not been set, students are expected to study and summarise notes, read books and practise skills.

As students work at different rates and have different strengths and weaknesses, the following homework times, for five nights per week, are recommended as a guide to students and parents:

- Year 11: 2 - 3 hours
- Year 12: 3 - 4 hours

Students who waste time in class or fail to complete work by the due date without genuine reason, may be disciplined by teachers and/or have their marks downgraded. Year 12 students may be instructed to complete any essential class work after school in the Senior School building.

Students who experience difficulty with organisation and time management should seek assistance from the Student Coordinators.

Submission of Work

All work must be submitted by the due date as set by the class teacher. Work must be handed directly to the teacher in class or at their office. If the teacher is absent then the work may be handed to a Student Coordinator at the senior sub-school office.

Work for assessment must not be handed in to another teacher at the main staff room or left on a teacher's desk. For coursework, extensions of time can only be given by Student Coordinators. For other work, class teachers may grant extensions of time. No work will be accepted more than five days after the due date.

Private Study

Private study periods are to be used for school work and students will be in the Senior School Centre, the library or another venue as designated by the school. Students must use this time quietly and effectively. The Senior School Centre is open from 8.15 am to 5.00 pm each day for private study and computer use for senior school students.

Participation in Extracurricular Activities

Students are encouraged to participate in extra curricular activities but must balance this against class requirements. It is important that students do not over commit themselves. VCE students should not participate in more than one school sporting team each term. Similarly, involvement in Student Voice activities, Community Service, Music and Theatre needs to be sensibly controlled.