



ACADEMIC SUCCESS

DETAIL	
Revision #	1
Effective Date	January 2026
Review Date	January 2027

PRINCIPLES

- All learning is valued and valuable.
- Development of learner agency is central to this policy.
- Assessment tasks are the primary means through which students can demonstrate their learning.
- Students who complete all set tasks and act on feedback are likely to achieve success in their subject.
- Students are supported to complete task requirements by the due date.
- SEQTA is a central form of communication of deadlines and concerns.

STUDENT RESPONSIBILITIES

- Complete all checkpoints and set tasks, in every subject, by the due date.
- If a student is not able to meet a checkpoint for a task, they will be recommended to attend a lunchtime Gabriel Learning Community (GLC) session to work towards meeting the checkpoint and final due date.
- Students may be recommended to attend additional sessions if the checkpoint is still not met.
- If a summative assessment task cannot be completed by the due date because of an extenuating circumstance, students are required to:
 - Apply for an extension via email to the teacher, 24 hours in advance of the due date.
 - Students need explain the reason why the request is being made and negotiate with the teacher a new date that the work will be submitted.
 - Stage 2 students must cc the Leader of Senior School Pedagogy and Innovation.
 - An extension will only be granted when a student has met the negotiated checkpoint.
 - If the request is made within 24 hours before the due date, extensions will only be granted in extenuating circumstances. (i.e. accident, emergency, illness)
 - For SACE subjects, a medical certificate may be requested for an extension to be granted.

SUBJECT TEACHER RESPONSIBILITIES

- Set a checkpoint(s) and due date for each summative assessment task and place on SEQTA.
- Support students to complete work, to a satisfactory standard, by the checkpoint(s) with guidance to refine the task by the due date.
- Conduct regular checks of work progress to ensure that students meet the due dates.
- Negotiate extensions with students in extenuating circumstances and record on SEQTA.
- Recommend Gabriel Learning Community (GLC) sessions to students who have not met the required work output by the checkpoint.
- Communication for GLC recommendations to parents/caregivers and students via SEQTA.

GABRIEL LEARNING COMMUNITY SESSION

Supervising Teacher

- Document attendance and provide support at the Gabriel Learning Community where possible.
- Communicate non-attendance with parents/caregivers and students via SEQTA and email.

Student Responsibility

- Report to upstairs Gabriel Learning Community (G204) and check in with supervising teacher.
- Work on the task required and seek support from Academic Tutors and teaching staff.