Dear Parent/Caregiver

I wish to notify you that your son/daughter ____________________________ has failed to complete the required draft/drafting materials for ________________________________ due today.

The St Mary’s College Assessment Policy and Submission of Assessment Practices document make it clear that all assessment must be submitted on or before the due date.

To ensure this can be achieved we are required to ensure that all drafts and drafting materials are submitted by the due date. In the event that an assessment task is not submitted on the due date these materials will be used as evidence for assessment.

Students failing to provide support materials such as drafts or drafting materials on the due date are required to:

Complete the draft or drafting materials overnight and hand in to the teacher at the office by 8:30am the next day

OR

Attend a session with the teacher from 3-4pm the following afternoon to complete the draft or drafting materials.

The Year 8/9 or Year 10/11/12 Coordinator has been informed of this failure to submit a draft and will monitor your son/daughter across the curriculum to ensure they are managing their time so that all assessment requirements are met.

Yours truly

[Signature]
[Name]

Subject teacher

Principal

[Address]

Phone: [Number]

Facsimile: [Number]

E-Mail: [Email]

Website: [Website]

Failure to submit draft or drafting materials

Subject teacher to pass to Coordinator of Year 8/9 or Year 10-12 Coordinator to assist with student monitoring

Student name: ______________________ of PC group __________ failed to hand in an assessment draft or other assessment preparation materials for subject: __________ teacher: __________.

Signed: ____________________________ Date: ____________________