9 August 2013

Dear Parents and Carers,

As we enter the second semester of an extremely busy year for Year 7 there are a few recurring issues that seem to be presenting themselves to teachers.

Firstly, it is essential with any of the subjects that your son is studying at present that homework is completed. The majority of this will be in the form of assessment tasks. These are not overnight tasks and can be given a completion time of several weeks.

As part of the diary system and the relevant presentations that the students have been involved with, homework requires organisation and not a “last minute rush” to complete.

It is also essential that USB devices are used as a “back up” option or to transport from home and school, not as the sole storage area. Each student has an allocated drive space in the College’s network system and should be used as the primary source of storage.

I am seeking your help in ensuring that your son is adhering to the following requirements:

   a) Be organised and consistent with homework/task and work over the period of time allocated to complete the work
   b) Training commitments or other events are not in general an accepted excuse for non-completion of work
   c) Loss of USB or printer not working will generally not be an excuse for not submitting task on time.

I do realise that sometimes there will be exceptional circumstances but it has been noticed that notes are being written for homework not done due to “training last night”.

Unfortunately this is becoming a far too frequent excuse, especially when there has been adequate class and home time to allow work to be completed.

I would appreciate your assistance in ensuring that the education process is not being hindered due to work not being completed. It is important that your son understands that if homework and assessment tasks are not completed satisfactorily, that it affects his marks that go toward final grades on his semester report.

If you wish to discuss any of these matters please do not hesitate to contact me on 4629 4238

Regard,

Stephen Hartnett
Year 7 Coordinator