



## ACADEMIC ALERT POLICY

Incomplete class work or homework will be identified by teachers as an Academic Alert. Parents will be notified via an automatic email, when their child has not completed classwork or homework for a particular subject.

Teachers may also issue an Academic Alert if they are concerned about a student's overall academic progress, rather than a specific assignment or task.

Students will no longer attend a Catch-Up class for incomplete work or homework. In the comments section of the Academic Alert, the teacher will record the outstanding work and the revised due date.

Teachers may choose to keep students in their class for part of lunch or recess to support them to complete outstanding work.

Otherwise, students will be required to catch up incomplete work in their own time and show the teacher in the next lesson or by the revised due date.

