REQUEST FOR EXTENSION

STEPS TO FOLLOW

1. Student downloads form from the school website, or from their emails.
2. Student completes the form, and has it signed by their parent/carer. Appropriate documentation is attached to the request being made.
3. Student approaches **class teacher**, at least two (2) days prior to the due date, or draft due date.
4. Teacher fills in step two – indicating if they support the request.
5. Student approaches the relevant Subject Curriculum Leader for the extension to be considered for approval (Teacher may take the form directly to the Subject Curriculum Leader to discuss).
6. Subject Curriculum Leader makes a decision based on student and teacher response, and fills in step three. The form is returned to the classroom teacher, to staple to the assessment task sheet. The decision is conveyed to the student.
7. Student submits task by the date negotiated with the Teacher and Subject Curriculum Leader (if approved), or submits work available at the time (if not approved).

- Students requiring extension for a number of subjects, need to approach the SY Curriculum Leader to discuss, or each Subject Curriculum Leader as appropriate.

**SY Curriculum Leader:** Mrs Bath

**Subject Curriculum Leaders:**

- English: Miss Boulton
- Maths: Mrs Critchley
- Science: Mr Mollee
- SOSE/CLL: Mrs Bath (for 2014)
- Hospitality/Home Ec: Mr Murden
- The Arts: Mrs Bath/Mrs Ferguson (Semester 1), Mrs Forman (Semester 2)
- Technology/Business: Ms Marrinan
- PE: Mrs Thomas
- Workshop/Graphics: Mr McNamara
- Religion: Mr Blom
REQUEST FOR EXTENSION

**STEP ONE**: After filling in the form, student discusses the need for an extension with the Teacher (at least 2 days prior to the due date).

Name: _____________________________________ Year: _________ Home Group: __________

Subject: _____________________________ Teacher: _____________________________

Original due date: _________________ New due date requested: ________________

Reason: ____________________________________________________________________________

___________________________________________________________________________________

___________________________________________________________________________________

Student signature: ___________________ Parent/Carer signature: _____________________

Date: ______________________________

**STEP TWO** – Student takes the form to the Subject Teacher.

Teacher: ___________________________ Extension supported: YES NO

Teacher signature: ________________________________

Reason if extension is not supported: ___________________________________________________

___________________________________________________________________________________

**STEP THREE**: Student takes the form to the relevant Subject Curriculum Leader.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Teacher/Leader</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics:</td>
<td>Mrs Critchley</td>
</tr>
<tr>
<td>Science:</td>
<td>Mr Mollee</td>
</tr>
<tr>
<td>English:</td>
<td>Miss Boulton</td>
</tr>
<tr>
<td>SOSE and CLL:</td>
<td>Mrs Bath (2014)</td>
</tr>
<tr>
<td>Religion:</td>
<td>Mr Blom</td>
</tr>
<tr>
<td>Graphics, Workshop:</td>
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</tr>
</tbody>
</table>

REQUEST APPROVED REQUEST DENIED

Signature of Subject Curriculum Leader: ______________________________

Comments (if appropriate):

___________________________________________________________________________________

(Form is returned to the Subject Teacher – then attached to the completed assessment)