**STUDENT PORTFOLIO POLICY**

**General**

This policy applies to all students, in all grades, for all subjects and learning areas.

No exceptions will be made with respect to the submission of assignments and projects.

Student will not be permitted to choose to receive a 0 rather than hand in an assignment or project.

It is the student’s responsibility to maintain his or her portfolios.

**Deadlines and test dates.**

Deadline for the submission of work and test dates will be decided by subject teachers in consultation with their class. Once deadlines or dates have been assigned, they are fixed. Requests for change will be considered only in exceptional circumstances.

Students are required to hand in work on the due date to their teacher. If a student is absent from school on the due date as a result of ill-health, arrangements must be made to have the work delivered to school on the due date.

**Penalties**

Penalties will be imposed for work that is handed in after the due date. A penalty of 10% of the final mark will be deducted for each day after the due date that the work is overdue up to a maximum of three days (30%).

Students who have still not completed the work three days after the deadline will be required to stay after school for a number of hours (as determined by their teacher) to complete the work. Their mark assigned for the work will be reduced by 50%. Their parents will be informed in writing of the penalty and the reason for the penalty. A copy of this letter, signed by their parents, must be attached to the work, and filed in their portfolio.

**Learner**

In case of transfer to another school, all relevant portfolios to be collected by grade head and handed over to school.