

	HLANGANANI PREPARATORY SCHOOL NPO – 004 - 598		ISASA
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Assignment, Tasks and Project Policy

Policy Objective: Hlanganani Preparatory School (HPS) has developed an Assignment, Tasks and Project policy for Parents and learners to give direction to them for any Assignments, Tasks and projects that are part of the curriculum.

SETTING THE ASSIGNMENT/PROJECT POLICY

1. Instructions are to be given in writing or discussed in class
2. Instructions are to be clear and should be explained fully
3. The marking rubric should be supplied
4. The date of issue and the due date should be supplied. The time granted for completing the assignment should be reasonable.
5. The research required should be accessible to all. Materials required should have no or little cost and should be easily obtainable to all.

HANDING IN OF THE ASSIGNMENT/PROJECT

The assignment must be handed in on or before the due date. Should this due date not be met, a zero (0) mark will be registered subject to the following:

- If the learner is ill on the due date, the assignment may be handed in on the day that he/she returns to school with no penalty. This must be accompanied by a letter from the parent explaining the child's absence.
- Should the assignment not be handed in on the due date due to negligence only one day's grace will be given. This late handing in will result in the child forfeiting 10% of the marks.
- This policy will be strictly enforced. No deviations will be permitted.

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