



VCAL PARENTAL NOTIFICATION OF OVERDUE WORK

The overall assessment of each VCAL Unit is measured on whether the 'Outcome' (key learning/skills) has been demonstrated by the student – this is reported as either 'Satisfactory' (S) or 'Not Satisfactory' (N) by the subject teacher.

A 'VCAL parental notification of overdue work' letter informs parents/guardians that their son has not completed a major piece of work which, if unaddressed, could lead to the student being at risk of receiving an 'N' for the subject.

Student Name:	
Subject / Unit:	
Subject Teacher / Email:	
Date of Notification:	
Tutor Group Teacher:	

Details of work to be completed:

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This work must be completed by:

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If you have any questions or would like more information please contact the subject teacher or Senior VCAL coordinator Mr Gerard Jackson (gj@stbedes.catholic.edu.au)