
Homework Policy



Rationale

Homework is a valuable part of schooling. It allows for practising, extending and consolidating work done in class. Homework provides training for students in planning and organising time and develops a range of skills in identifying and using information resources. Additionally, it establishes habits of study, concentration and self-discipline. Homework develops and extends the core learning skills of inquiry and independent study. Homework serves to strengthen the partnership between home and school. It provides parents and caregivers with insights as to what is being taught at school. It needs to be balanced with family, social and extracurricular activities. Parents should be advised of homework expectations at the beginning of the school year and be provided with a copy of the school's homework policy. Failure by students to complete homework on a regular basis should be followed up with parents.

The regular setting of homework by teachers is school policy. The College recognises that many students have after school commitments and consideration will be shown in allowing students more than one night to complete set homework. The nature, frequency and volume of homework set are left to the professional judgement of teachers in consultation with school leaders and students. Homework tasks should be coordinated across teachers in different faculties to avoid unreasonable workloads being placed on students. Teaching practice should comply with the guidelines set out in the following Homework Policy.

Homework is work set by the teachers for students to complete after school hours.

It should be:

- Appropriate to the student's age and skill
- Purposeful and relevant to curriculum
 - Practice Exercises (for example: Maths exercises; spelling; reading)
 - Preparatory exercises (for example: pre-reading, completion of unfinished work; study and review or tests and exams)
 - Extension exercises (for example: research assignments)
- Assessed by teachers, with feedback for improvement provided.

Expectations

Time spent on homework is dependent on the age of the student and the academic demands of the year level.

While the amount of homework can vary through the year it is generally expected that students should allow the following time to complete homework. The College recommends that all students¹ complete homework in a timely manner, making careful use of the diary to manage their homework requirements.

The College believes that the following expectations are reasonable for the age and academic demands of students at each level.

- Year 7 & 8: 1 - 1 ½ hours per weeknight
- Year 9 & 10: 1 ½ - 2 hours per weeknight with up to 2 hours on the weekend
- Year 11: 2 – 2 ½ hours per weeknight with up to 4 hours on the weekend
- Year 12: 3 hours plus per week night with up to six hours on weekends

Completion of set homework is an expectation for all students at the College. Parents should contact the relevant Head of School or Head of Curriculum and Pedagogy at the College if they have concerns about the amount of homework their child is doing.

Guidelines

Responsibility of the school

- ensuring that parents and caregivers are aware of the school's homework policy;

¹ This includes students on Individual Learning Plans (ILP); however, homework may be modified to meet the goals of the ILP.

- limiting homework set for completion over holiday periods or weekends (except for VCE);
- setting no homework the week before examination periods (Years 9-12) except for revision exercises;
- integrating major assessment tasks within the school's calendar;
- monitoring the homework load of students;
- notifying parents if homework is not submitted or is unsatisfactory or incomplete.

Responsibility of the teacher

- That the work is appropriate for homework including²
 - Practice Exercises
 - Preparatory exercises
 - Extension exercises
- That the work is reasonable and manageable by the student concerned.
- That there is a clear homework policy in the classroom.
 - The due date is clearly stated and entered in the diary/planner.
 - The work is expected on that date.
 - The work is returned in a timely manner and oral/written feedback given.
- Using the Compass Student Management Tool, names of students not completing homework are given to the Year Level Coordinator in a timely manner in order that parents may be contacted.
- Follow up with students who have not completed homework with appropriate staged consequences including
 - negotiating late submission time (within 24 hours of original date);
 - contacting parents;
 - renegotiating late submission with consequences;
 - lunch or after school detentions;
 - report to Sub school/Curriculum Leader.
- Identify and refer students, (via Compass), experiencing difficulty completing homework to Student Services.

Responsibility of the student

- Writing down all details of homework they are set in their school diaries;
- Being aware of the importance of homework and of the school's homework policy;
- Recording due dates for tasks and major assignments in their diaries
- Planning their homework task completion appropriately - not leaving work to the last minute;
- Seeking assistance from teachers, parents or caregivers when difficulties arise

In the case of absence the student is responsible to hand in the homework as soon as they return or negotiate with the teacher an alternative time (at VCE a medical certificate is required)

Parents and caregivers can help their children by:

At home

- Assisting students to develop organisational strategies
- Encouraging them to take increasing responsibility for their learning and organisation;
- Providing a place and a desk for homework and study that is comfortable, quiet and well lit;
- Encouraging them to set aside a regular daily session to read and complete homework on time;
- Helping them to complete homework by discussing key questions or directing them to resources.
- Helping them to balance the amount of time spent completing homework and engaging in leisure sporting or recreational activities;
- Checking whether homework has been set and ensuring they keep a homework diary;

At school

- Attending school events, displays or productions in which their children are involved;
- Contacting the relevant teacher/coordinator to discuss any problems their child/ren are having with homework;

² Finishing uncompleted work from class is not homework if the student in class could reasonably complete the work set. Students who do not complete work in the set time are expected to complete the work at home or at a time specified by the teacher (eg lunchtime) as soon as possible after the class. This enables them to progress with the work in the following class. Where there is concern about the non-completion of work, the teacher should refer (via Compass) to student services to follow up and support the student's learning

When homework is not completed

The following consequences should followed when homework is not completed.

1. Students may be given until the next morning to hand in work. Consequences should also be applied, at the teacher's discretion. (Reasons for non-completion should be ascertained by the classroom teacher and appropriate consequences deemed eg. 5 min detention after class)
2. If the work is not completed by the following morning, parents should be notified by the school. Due date to be renegotiated with student (No more than 3 days after original due date)
3. If work is still not satisfactorily completed without a satisfactory reason, students will be required to attend an after school detention. At least 24 hours notice will be given to parents of the date this detention is scheduled.
4. Repeated failure to complete homework may result in further consequences according to the College Code of Conduct and may include Saturday detention.
5. If completing of homework is an ongoing concern the school will work with parents/caregivers to develop strategies (eg Homework Club) to support the student in completing the required work.

This policy was ratified at School Council in July 2015

To be reviewed in July 2018