

# Homework Policy

## **Rationale**

Appropriate homework tasks are set for students at Craigieburn Secondary College to allow for consolidation of skills learned in the classroom, extend learning beyond the classroom, improve a student's organisational, revision and study skills and provide an opportunity for support from parents/guardians.

## **Policy Statement**

The Staff, Parents/Guardians and Students of Craigieburn Secondary College recognise and value developmentally appropriate homework as integral to the teaching and learning process.

## **Aim**

This policy aims to:

- Provide teachers with a framework for setting homework, monitoring completion and providing timely feedback to students and their parents/guardians.
- Support students in developing good habits and skills in the areas of time management, organisation and goal setting
- Encourage and motivate students to complete all set homework tasks and become confident and independent in their approach to study.
- Provide clear expectations about the completion of homework to students and their parents/guardians.

## **Requirements**

Homework will be set on a regular basis, at the appropriate level, taking into consideration the age, level and capabilities of students.

The success of the Homework Policy relies on students, parents/guardians and staff ensuring that school diaries are brought to all classes. They will be used to inform both students and parents/guardians of homework set. Diaries must be regularly signed by both parents/guardians and teachers. The diary is the organisational and communication tool between the school and home.

## **Staff**

The expectation will be that teachers:

- set appropriate homework for students, ensuring it is purposeful, meaningful and relevant to the curriculum
- communicate the expectations of the task so students have a clear understanding by providing additional written requirements where necessary
- post all formal tasks (including holiday homework) on the Learning Management System (LMS)
- ensure that students write homework in their student diary including due dates
- ensure homework is appropriate to individual student abilities
- ensure the amount of homework is based on realistic expectations of the time it will take to complete
- record and monitor that homework is completed appropriately and on time
- monitor and provide prompt feedback to the student
- develop clear consequences if homework is not completed
- report on homework where appropriate. This includes AusVELs assessment - learning progress, GPA (Grade Point Average) assessment - completion of tasks, Semester Reports - Assessment of effort, VCE Readiness.
- take into account access to resources
- where appropriate, communicate with parents/guardians as soon as possible when homework is not being completed.
- suggest to parents/guardians and students that they attend Study Hall after school
- set After School Work Sessions for major assessment tasks not submitted. For students in years 10-12, if they do not complete the task in a timely manner they can also be issued with an After School Work Session.

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## **Students**

The expectation will be that students:

- ensure they know what homework is required of them each evening and complete their tasks
- let their teacher know if they don't understand the set task, well before the due date
- record their homework task, including due dates, in their diary
- establish regular routines to complete homework
- meet the timeline for the task
- complete homework to a high standard
- negotiate with their teacher any adjustments to set deadlines, if there are extenuating circumstances only
- become increasingly self-regulated in completing revision and review
- in the senior school fully complete all set homework including holiday homework

## **Parents/ guardians**

Parents/guardians can help by:

- encouraging their child to take homework seriously and complete all homework requirements
- acknowledging that a set time is dedicated to homework
- assisting in the development of effective time management habits
- Providing space and opportunity at home for effective learning, that is quiet and comfortable, with good lighting and ventilation and appropriate resources
- talking about learning goals and asking questions about learning strategies
- helping their child to acquire any resources they may need for learning, ie laptops, graphic calculators
- checking diaries, knowing their child's deadlines to encourage them to meet these and sign the diary when required
- asking to see assessment tasks
- encouraging higher standards
- providing their child's teacher with prompt feedback if your child is experiencing any difficulties and communicate any homework issues to the teacher via the student's diary or a phone call
- providing their child with encouragement to be increasingly independent as they progress through school
- celebrating achievements

## **Implementation Guidelines**

*College staff should refer to the Implementation Guidelines.*

We have a whole school approach to communicating the homework policy to students and their parents/guardians at all information nights. The homework policy will also be included in the school diary and handbooks (2015 and beyond). It will also be communicated home via the Newsletter, LMS and/or the Family Partnership Framework.

Homework completion and study habits will be communicated through the Step Up program for years 8 to 9, Orientation for years 10 to 11 and the 'Ready to Learn' program for year 7 at the beginning of the year.

Dedicated time will be given to develop time management skills and a study timetable during the Ready to Learn Program across years 7, 8 and 9.

Within each subject, at the start of each term, teachers will help students set individual goals. The intention will be that subject teachers will provide a planner of classwork and homework to the students.

## **Homework Time**

These are suggested hours for homework. Be aware that at certain times during the year study and completion of work requirements and assessment tasks may take extra time.

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Year Level	Home Study Per Week
7	5-7 hours
8	5-7 hours
9	7-10 hours
10	10-12 hours
11	12-15 hours
12	15-18 hours

This policy was last ratified by School Council on : **20<sup>th</sup> May 2014**

This policy will be reviewed: **May 2015**

**References:**

- Reference: Homework Guidelines School Advisory Guide Department of Education and Early Childhood Development  
<http://www.education.vic.gov.au/school/principals/spag/curriculum/pages/homework.aspx>

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