**HOMEWORK POLICY**

## **Purpose**

To outline to our school community the Department’s and Manangatang P-12 College’s policy requirements relating to homework.

## **Scope**

This policy applies to students in all year levels and staff responsible for setting and monitoring homework at Manangatang P-12 College.

## **RATIONALE**

To prepare students as lifelong learners it is important that they learn habits that will support them to learn independently. Manangatang P-12 College has developed this Homework Policy in consultation with the School Council to support student learning and wellbeing by:

* providing opportunities for students to review, revise and reinforce newly acquired skills
* providing opportunities for students to apply new knowledge
* providing opportunities for students to prepare for future lessons
* encouraging students to enrich or extend knowledge individually, collectively and imaginatively
* fostering good lifelong learning and study habits
* supporting learning partnerships with parents/carers.

## **POLICY**

At Manangatang P-12 College all homework set by teachers will be:

* purposeful
* curriculum-aligned
* appropriate to students’ skill level and age
* designed to help students develop as independent learners
* monitored by the teacher
* where appropriate, provide opportunities for parents/carers to partner in their child’s learning.

## **Shared expectations and responsibilities**

Students can maximise their learning opportunities by:

* Attending Homework Club to help meet deadlines and other homework expectations, to seek additional support from teachers or to form a study group.
* Writing down all due dates for work in their diary and prioritising these accordingly.
* Keeping up to date/meeting all due dates.
* Having a quiet study area at home.
* Developing a schedule which balances school work, leisure and sport/employment.
* Senior students should use study periods during school hours to complete work.

**Teachers can help students with their homework by:**

* setting varied, challenging and meaningful tasks related to class work to suit the students' learning needs
* giving students enough time to complete homework, considering home obligations and extracurricular activities
* assessing homework and providing timely and practical feedback and support
* making effective use of homework diaries
* coordinating the allocation of homework by different teachers
* helping students develop organisational and time-management skills
* ensuring parents and carers are aware of the school’s homework policy

Examples of homework tasks:

* completion of consolidation exercises for mathematics
* completion of science investigation exercises
* completion of assignments and projects
* completion of tasks not completed in class to meet a deadline
* making or designing an artwork
* practising and playing musical instruments
* practising spelling words
* practising sports skills
* reading background material for a subject
* reading English texts prior to class discussion
* reading for pleasure
* researching topics associated with set class work
* revising/preparing for tests
* skills practice
  + engaging with parents in learning activities for example: rehearsing a presentation with parent/carers, and seeking their feedback
* Interviewing a family member as part of a research project.

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| **Teachers believe that mental and physical wellbeing is important to achieve academic goals.** Therefore they recommend the following: |
| **Foundation – Year 3**  Students should spend up to 20 minutes a night on homework tasks. Tasks include reading and other literacy, numeracy based tasks and physical activity. |
| **Years 4-6**  Students should spend up to 40 minutes a night on homework tasks. Tasks include reading and other literacy, numeracy based tasks and physical activity. |
| **Years 7-12**  From Year 7 to be successful in their studies, students must not only complete set work during class time, they must also complete structured work out of class which falls into four main categories:  **Homework** – completing tasks assigned by the teacher, such as finishing off questions in Mathematics, or working on an assignment which is due in next week.  **Revision** – students revisit material covered in class to enhance their understanding, such as re-reading a section of an English text.  **Study** – preparing for an upcoming assessment, such as a test or School Assessed Coursework task (SAC), tests or exams.  **Work Placement and Volunteer work as** part of senior studies.  **Years 7-9**  Typically students should spend an hour minimum a night completing homework tasks, revision or study.  **Years 10-12**  Typically students should spend two hours **minimum** a night completing homework tasks, revision or study. |

**Parents and carers can help students with their homework by:**

* helping students establish a home study routine
* discussing key questions or suggesting resources to help with homework
* helping to balance the time spent between homework and recreational activities
* asking how homework and class work is progressing, and acknowledging success
* checking See Saw, Link Up and Compass for due dates and to see teacher feedback
* attending the school events, productions or displays their child is involved in
* talking to teachers about any homework problems
* checking if homework has been set
* reading texts set by teachers
* discussing their child’s responses to set texts and asking to see their completed work
* checking diary entries and signing weekly to acknowledge completion of homework.

**Students who do not comply with the Homework Policy**

Students who have not completed their homework will be expected to attend Homework Club. Support will be sought from parents/carers if a student refuses to attend Homework club. Students who do not complete homework tasks will be excluded from extracurricular activities.

## **SUPPORT for students and parents/carerS**

Manangatang P-12 College understands that students have different learning strengths, preferences and interests and may approach learning activities and homework differently. If parents/carers are concerned their child may not understand the homework tasks that have been set or is spending a long period of time completing their homework, we encourage parents/carers to speak to their child’s teacher.

**COMMUNICATION**

This policy will be communicated to our school community in the following ways:

* Included in staff induction processes and staff training
* Available publicly on our school’s website (or insert other online parent/carer/student communication method)
* Included in staff handbook/manual
* Reminders in our school newsletter
* Discussed at annual staff briefings/meetings
* Included in transition and enrolment packs
* Discussed at parent information nights/sessions
* Discussed at student forums
* Hard copy available from school administration upon request

**Related policies and resources**

* [Homework – Department Policy](https://www2.education.vic.gov.au/pal/homework/policy)

**POLICY REVIEW AND APPROVAL**

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| Policy last reviewed | August 2022 |
| Consultation | Staff students and parents |
| Approved by | Principal |
| Next scheduled review date | 2026 |