



HOMEWORK POLICY

Rationale:

Homework enables students to continue their education beyond the classroom and consolidate learning undertaken at school. Homework is set for all students to encourage independent learning and study skills. It is an important matter in home-school links.

The benefits of homework include:

- complementing and reinforcing classroom learning
- fostering good lifelong learning and study habits
- providing an opportunity for students to become responsible for their own learning
- developing self-regulation processes such as goal-setting, self-efficacy, self-reflection and time management
- supporting partnerships with parents by connecting families with the learning of their children

Definitions

Homework refers to a set of tasks assigned to students by their teachers to be fully completed outside the class.

Revision refers to an ongoing process of reviewing and consolidating knowledge and understanding of a subject.

Study refers to reviewing notes and information about a subject.

Aims:

All students at Kyabram P-12 College will undertake homework appropriate to their development and learning needs. At Kyabram P-12 College, homework will:

- Be appropriate to the student's skill level and age
- Be purposeful, meaningful and relevant to the curriculum
- Be interesting, challenging and, where appropriate, open-ended
- Be assessed by teachers with feedback and support provided
- Be balanced with a range of recreational, family and cultural activities
- Be coordinated across learning areas to avoid unreasonable workloads for students
- Provide opportunities for students to apply new knowledge or to review, revise and reinforce newly acquired skills
- Encourage students to pursue knowledge individually and imaginatively

Successful practice at Kyabram P-12 College is:

1. Prep to Grade Two:
 - a) 5-10 minutes of supported reading per day

- b) Big Write Talk Homework
- c) Incomplete classwork
- 2. Grades Three to Four:
 - a) 15-20 minutes of supported and/or independent reading per day
 - b) Big Write Talk Homework
 - c) Incomplete classwork
- 3. Grades Five and Six:
 - a) 20-30 minutes of independent reading per day
 - b) Big Write Talk Homework
 - c) Incomplete classwork
- 4. Years Seven to Nine:
 - a) 30 minutes of independent reading per day
 - b) Up to one hour of Maths work per week
 - c) Incomplete classwork and/or class preparation
 - d) Big Write Talk Homework
- 5. Year 10-12:
 - a) As required for individual subjects, based on approximately one to three hours per night
 - b) Up to six hours on weekends during peak VCE periods
 - c) Incomplete classwork or homework as set by class teacher

Implementation:

RESPONSIBILITIES

The Principal

- Has overall responsibility for the implementation of this policy and the allocated procedures.
- Will ensure that teaching and support staff are familiar with the policy and guidelines in this area
- Will ensure policy is accessible to College community

School Council

- Has a responsibility to provide adequate resources which accord with the vision and the strategic plan of the school

Curriculum Leadership Team (Learning Community Leaders and Domain Leaders)

- Will support teachers to implement the Homework Policy
- Will monitor the provision of homework within their area of responsibility

Teaching staff

- Will set out clear expectations about the homework given
- Will set relevant and meaningful tasks that are related to classroom learning
- Will monitor student completion of their learning
- Will provide feedback to students
- Will use discretion when determining tasks

Education Subcommittee

- Will actively represent the College community

- Will review policies as necessary

Learners

- Will ensure they take home everything they need to complete homework
- Will manage their time to avoid panic when homework is due
- Will complete their own homework.
- Will seek assistance from their teacher if there is difficulty completing homework tasks

Parents/carers

- Will notify the teacher if there is any difficulty with tasks set
- Will sign the child's reader and/or diary (P-6) or planner (7-12) as required
- Will set a supportive environment and routine at home that suits their family
- Will monitor disruptions to their child's learning
- Will familiarise themselves with the College Homework Policy

ASSOCIATED DOCUMENTS

Relevant documentation includes but is not limited to:

- [F-10 curriculum planning and reporting guidelines](#)
- [VCE and VCAL Administrative Handbook](#)
- [Program for Students with Disabilities – guidelines for schools](#)
- [Victorian Curriculum](#)
- [VCE Study Designs](#)
- [Department of Education and Early Childhood Development](#)
- [Australian Qualifications Framework \(AQF\)](#)

OTHER RELEVANT POLICIES

- Curriculum
- Assessment and Reporting
- Teaching and Learning

Evaluation:

The following data will be used in order to assess whether the policy has achieved its purpose:

- Compass Chronicle entries
- Reflection data
- Teacher observation
- Student observation
- Parent observation

Evaluation:

This policy was reviewed in 2016 and will be reviewed every three years.

RATIFIED BY COLLEGE COUNCIL

_____ Date: __/__/__

College Council President

Review Date: August 2019

HOMWORK PROCEDURES / RESPONSIBILITIES

Policy Supported:

Kyabram P-12 College Homework Policy

Scope:

These principles apply to all stakeholders including, but not limited to;

- Principal class officers
- Leading teachers and those in Positions of Responsibility
- Teaching staff
- Education support staff
- Students
- Parents

Procedures:

I. Best Practice

a. Time allocation;

i. Prep - Grade Two –

1. Up to 1 ½ hours per week

ii. Grades 3 and 4 –

1. Up to 2 hours per week

iii. Grades 5 and 6 –

1. Up to 3 hours per week

iv. Year 7 –

1. Up to 4 hours per week

v. Year 8 –

1. Up to 5 hours per week

vi. Year 9 –

1. Up to 6 hours per week

vii. Year 10 -12

1. As required for individual subjects, based on approximately one to three hours per night
2. Up to six hours on weekends during peak VCE periods

b. Nature of tasks;

i. Prep –

1. Home reading
2. Jolly phonics
3. M100 sight words
4. Big Talk Homework
5. Speaking and Listening preparation

ii. Grade One –

1. Home reading
2. M100 sight words (where needed)
3. Big Talk Homework

iii. Grade Two –

1. Home reading
2. Big Talk Homework

iv. Grades 3 and 4 –

1. 15-20 minutes of supported and/or independent reading per day
2. Big Write Talk Homework
3. Inquiry research as needed.
4. Maths timetables.

v. Grades 5 and 6 –

1. 20-30 minutes of supported and/or independent reading per day
2. Big Write Talk Homework
3. Inquiry research as needed.
4. Maths timetables.

vi. Year 7 –

1. Talk Homework
2. Pre-reading
3. Independent reading
4. Preparation for in-class tasks
5. Consolidation and application tasks
6. Reflection tasks

vii. Year 8 –

1. Talk Homework
2. Pre-reading
3. Independent reading
4. Preparation for in-class tasks
5. Consolidation and application tasks
6. Reflection tasks

viii. Year 9 –

1. Talk Homework
2. Pre-reading
3. Independent reading
4. Preparation for in-class tasks
5. Consolidation and application tasks
6. Task based research as needed
7. Reflection tasks

ix. Year 10 –

1. Pre-reading
2. Independent reading
3. Preparation for in-class tasks
4. Consolidation and application tasks
5. Task based research as needed
6. Reflection tasks
7. Revision tasks

x. Years 11 -12

1. Pre-reading
2. Preparation for in-class tasks
3. Consolidation and application tasks
4. Task based research as needed
5. Reflection tasks
6. Revision tasks
7. Practice assessment tasks

c. Instrumental Music Students

- i. Students enrolled in Instrumental Music at any Year Level may be required to complete preparatory and practice tasks at home at the discretion of the teacher.

- d. Teacher responsibilities;**
 - 1. Establish routines
 - 2. Inter-team communication to avoid task congestion
 - 3. Fortnightly consolidation routine for each subjects
 - 4. Communicate expectations with parents and the community
- ii. When homework submitted;**
 - 1. Acknowledge receipt of formal tasks via Compass
 - 2. Reward for consistent completion coordinated by YLCs and Collaborative Team Leaders
 - 3. Provide effective feedback
- iii. If homework not completed;**
 - 1. Use Compass to notify parents
 - 2. Remind student
 - 3. Utilise student planners
 - 4. Provide opportunities to support student to complete work
 - a. Workbusters
 - b. Homework Club
- iv. Documentation and communication;**
 - 1. Use Compass to keep records of homework tasks and completion
 - a. Attach tasks to Learning Task as appropriate
 - 2. Use of Homework Books eg;
 - a. Reading Logs
 - b. Homework Booklets
 - c. Homework Journals
- e. Student Responsibilities;**
 - 1. Complete set tasks
 - 2. Seek assistance where necessary
 - 3. Make effective use of college facilities
 - 4. Submit completed tasks when requested
- f. Parent Responsibilities;**
 - 1. Maintain awareness of homework requirements
 - 2. Use Compass to check status of tasks
 - 3. Communicate with teachers for support as necessary
 - 4. Support student to complete tasks at home

g. Special circumstances;

i. Extended absences

1. Provide sufficient work for student to meet Victorian Curriculum outcomes
2. Ensure student has appropriate supports
3. Modify expectations as needed

ii. Mitigating circumstances (extensions and modifications)

1. Differentiate task and expectations according to individual student circumstances
2. Utilise teacher discretion in the setting of tasks
3. Provide alternative means of accessing required resources and information

Related Documents:

- *F-10 curriculum planning and reporting guidelines*
- *VCE and VCAL Administrative Handbook*
- *Program for Students with Disabilities – guidelines for schools*
- *Victorian Curriculum*
- *VCE Study Designs*
- *Department of Education and Early Childhood Development*
- *Australian Qualifications Framework (AQF)*

Contact Information:

Policy Manager: Leading Teacher – Teaching and Learning

Policy Contact: Leading Teacher – Teaching and Learning

RATIFICATION AND REVIEW:

These procedures were reviewed in 2018 and will be reviewed every three years. Next review date is 2021, unless a change to relevant legislation or serious incident occurs at the College.

RATIFIED BY COLLEGE COUNCIL

_____ **Date:** ___/___/___
School Council President

Review Date: November 2021