



PURPOSE

Quality homework does have a significant influence on student performance. A regular home study program assists the students' educational progress and may contribute to feelings of achievement and satisfaction. This policy outlines the College's expectations regarding homework.

SCOPE

This policy applies to all members of the Portland Secondary College Community.

POLICY

Progressive development of home study skills is a necessary part of students' learning experiences. This is especially important if successful transition from Junior to Senior School is to be achieved.

Suggested nightly study times for each year level are:

Year 7 and Year 8	1 to 1½ hours
Year 9 and Year 10	1½ to 2 hours
VCE	2 to 3 hours (more on weekends)

The suggested weekly amount of homework to be set is:

Year 7 and Year 8	½ hour per subject per week
Year 9 and Year 10	1-1½ hours per subject per week
VCE	at least 2 hours per subject per week

Homework in Years 7, 8 and 9 is more likely to be focussed on completing work unfinished in class, completing work that was covered while absent, working on a special project or assignment, revising for a test, reading, playing a sport or regular skill checks. Home work tasks should be short, frequent, novel, related to a current topic and to the world outside school and be able to be undertaken independently by the student.

Homework in the Senior School will be necessary for all the above reasons but also for revising for exams and further development of concepts and knowledge and revision of notes and preparation for outcomes.



All VCE units are designed for 100 hours of work. Students complete approximately 60 hours in class time, the other 40 hours must be completed within private study lessons or as homework. (This is equivalent to two hours per subject per week).

Contrary to the beliefs of some, teachers do not set homework because they are mean and want to interrupt the students' social life, sporting commitments or T.V. viewing, etc.

Rather, teachers set homework to assist students achieve a number of key objectives which are important for future educational success.

Homework assists students:

- i. To develop a regular work ethic towards their education.
- ii. To develop and enhance independent learning skills.
- iii. To develop time management skills in order to meet due dates.
- iv. To apply theory to practical examples.
- v. To prepare for work in class.
- vi. To reflect on their learning.
- vii. To revise or learn class work.
- viii. To complete extra work to make up for missed work
- ix. To master poorly developed skills.

Some argue school work should only be done at school. This argument is not realistic. Indeed if we look at many occupations some work is required to be completed at home. The small business person does not stop work when they lock the shop. The lawyer does not stop work when they leave the courtroom, nor a teacher when they leave the classroom.

If a parent or student believes that too much (or too little) homework is being set they should contact the relevant Level Manager and discuss the situation.

Homework can allow parents to see the kind of work the student is doing and how successfully he/she is coping.

Working at home helps students and parents to recognise that learning takes place in many areas of life, not just in schools.



Responsibilities

It is the CLASSROOM TEACHER'S role to:

- Set short, regular tasks to be completed at home
- Model good examples of homework for students
- Help students plan and organise their homework
- Check that set work has been completed, and notify parents through the planner or via phone if homework is repeatedly not completed
- Notify the relevant Year Level Leader if work is regularly missed
- Correct set work (within a reasonable time)
- Comment on homework completed in the Interim and end of Semester Report.
- Ensure homework has a clear purpose
- Provide opportunities for extension
- Set 3-5 formal tasks per term to be completed

It is the PARENT'S role to:

- Check the planner regularly to monitor student compliance and success.
- Plan a study program / timetable with your child. Set aside a regular time, making allowances for such things as family and work commitments, sport and leisure activities. Also help them keep to their timetable.
- Be aware that student concentration and efficiency decreases over a long period. Students should vary their home study activities and allow a short break between each study segment.
- Encourage students to ask their teacher promptly for help if they are having difficulty or if too much is set for the one night.
- Not accepting "I haven't got any homework!" Even though there may be no homework set, remember that revision, wider reading, some T.V. and radio programs, reading newspapers and family discussions are valuable.
- Provide a warm, well-lit study area away from distractions. Monitor "screen time" ie, the television, computer games, etc.
- Ask what homework has been set and if it has been done.
- Encourage children to maintain a homework schedule.
- Understand the difference between homework (set and marked) and home study (extension work, optional).
- Discuss key questions or suggest resources
- Let the child know you are willing to help - perhaps by reading the work and making comments' – but that you won't do the work..
- Ask for your child's personal best, nothing more.



- Don't argue, your child can choose to do the work on time or *suffer* the consequences at school.
- Encourage a balanced lifestyle with plenty of play/recreation.
- Be careful when giving advice it could differ from the teacher's and be confusing.
- Above all, take an interest in your child's work.
- Check planner for good study tips.
- You and your child could consider doing homework at a local library that has desks and tables for quiet study. This is a good alternative, particularly if you don't have a lot of space at home.
- Some children study better with others. If your child falls into this category, consider forming a study group with a few of their friends and take turns hosting the group at your house with the other families.
- Help your child create their own homework timetable so they can keep track of their work throughout the week. You could use a diary or a calendar to help you create this, or you and your child could create the timetable together.
- Enter all the non-homework activities that your child is involved in – things like sporting activities, tasks they are responsible for doing around the house, their favourite TV show and reading time – on the days and time they occur.
- Get your child to list all their homework tasks for that week and when they are due to be handed in.
- Ask your child to estimate how long each task might take them to complete. Be generous in allocating time for these and break up big tasks into smaller chunks. You could even colour-code each subject so that your child can see at a glance what subject they'll be working on.
- Allow a short 10 to 15 minute break every hour they study. Taking these short breaks will help your child stay fresh and concentrate, making it easier for them to complete their homework.
- Allow adequate breaks for mealtimes, and encourage your child to eat with the rest of the family instead of at their desk or homework space.

It is the STUDENT'S role to:

- Record and organise what tasks have been set for homework
- Regularly access set homework tasks on Compass.
- Complete the set tasks, and hand in for correction on time
- Ask the teacher for help, both during class and outside the classroom
- Talk with parents, and /or other family members about their work
- Make an effort to achieve the best result possible
- To catch up on any missed work if absent from a class even if on a school approved excursion
- Read and utilise the study tips in the planner
- Take initiative for own independent learning and revising for exams, tests, outcomes, etc.



Student Planner

How can this assist in the management of homework?

- The planner helps student to organise their homework and the materials they need each day
- The planner is a document to record time spent on Home Study tasks
- The planner can help parents see what work the student need to do
- The planner can be used by the subject teacher in planning a task over a period of time
- The planner can allow teachers and students to ensure that the workload is not too large
- The planner can be used as a means of communication between home and the College
- The planner can be used to prioritise tasks to be completed.

FURTHER INFORMATION AND RESOURCES

- Student Engagement and Wellbeing Policy

REVIEW CYCLE

DATE	VERSION	RATIFIED BY	NEXT REVIEW
Oct 2018	2	Portland Secondary College School Council	Sept 2020