



## Homework Policy

### Background

At Huntingdale Primary School we recognise that homework related to school activities benefits students by complementing classroom learning, fostering good study habits and providing an opportunity for students to be responsible for their own learning. It is an opportunity for parents to help and be cooperatively involved in their child's education and furthers the partnership between school and home.

The Department of Education and Training (DET) states that homework can consist of **practice exercises** which give students opportunities to apply new knowledge, or to review and reinforce recently learned skills (e.g. reading, mathematics exercises or practising language skills), **preparatory homework** which gives students the opportunity to gain background information so they are better prepared for future lessons (e.g. collecting newspaper articles, filling in a sheet or researching) and **extension assignments** which encourage students to pursue knowledge individually and imaginatively (e.g. writing a book review, making or designing artwork or finding material on the internet).

The school recognises that homework activities can involve students learning through real life activities with the family. Examples of these activities are: handling money whilst shopping with parents, looking up destinations on street maps, reading stories and discussing news/events of the day. Many students spend much of their time out of school in a variety of leisure time and planned activities (e.g. Language Schools, music lessons). Sporting clubs and social groups can be just as meaningful and important as homework.

Homework can 'spark' many different ideas and emotions. As a culturally diverse school population our parents and students' views, expectations, experiences and values of homework are different. However it is important to recognise the setting of homework needs to take into consideration the need for students to have a balanced lifestyle. This includes sufficient time for family, sport and recreation and cultural pursuits.

### Purpose

To ensure:

- That homework expectations are communicated to students and parents.
- That students, parents and teachers understand their role in the homework process.
- There is a consistent approach to the homework process in the school.
- That DET policies related to homework are adhered to.
- Support the DET values of accountability, respect and responsiveness.



## Implementation

- The Principal has the overall responsibility of implementing this policy.
- Parents will be advised at the beginning of Term 1 and be reminded in Term 3 of the expectations in relation to homework for their child. Reminders about homework will be in the term newsletter.
- Homework will be set on a weekly basis and is not expected to be completed on weekends.
- Homework will be given for English and Japanese.
  - It may be on a rotational basis depending on the year level.
  - The school expects that all children undertake reading each night- this can be done independently or by reading to another person. Reading should be seen as an activity of enjoyment, relaxation and leisure.
  - The focus will be on literacy (e.g. reading word lists, spelling and writing) and numeracy, with a mixture of traditional 'written' work and online learning. Project work will not form the basis of homework.
- A Homework Club will run on Tuesdays after school from 3:30-4:30 pm.
- Special homework for children who are absent from school on a family holiday will not be provided. Suggested activities for children on holidays include keeping a travel diary, writing letters to friends and family, reading books of interest, reading maps and travel brochures, keeping a record of kilometres travelled, money spent, petrol used, etc.
- Homework should have some flexibility for families. Parents may ask/negotiate with their class teacher about their child's homework and some modifications. This request must be made in writing stating the reasons. Parents should consider the impact on their child's learning and also discuss this with the classroom teacher/s.
- If families want more homework than what is set, they should arrange this themselves. This could be extra reading, activity books purchased from a book shop or online learning.
- If students or parents have questions about homework they should direct it to the child's teacher. This could be a note in the diary or a face to face meeting.

The following people play a critical role in the process of homework and have the following responsibilities:

### Teachers

- Set homework that is appropriate to the students they are teaching. It should be meaningful tasks related to class work and suit the students' learning needs.
- Emphasise the importance of reading to students.
- Ensure the homework requirements for children are communicated to the family at least twice a year (See Appendix 1). If appropriate this can be done as a level team.
- Correct students' homework in a timely manner and give feedback e.g. verbal, written comment
- Communicate to parents regularly about students' homework, particularly if it is not being completed or they are having difficulty.
- Support students with homework by explaining the tasks each week in class, reminding them of the due date and giving students access to resources they may need (e.g. paper, log in details for online learning).
- Adjusting homework requirements for students if requested by the parents or needed for the student (e.g. if the task is too easy/hard).
- Meet with parents, on request, to discuss homework.
- Keep records of homework completed by individual students.



### Parents

- Work collaboratively with their child to create a regular homework routine.
- Set up an appropriate area in their home for their child to complete homework and have basic materials such as pens/pencils and paper for their child to use.
- Encourage their child to complete homework and assist them where necessary.
- Emphasise the importance of reading to their child and support them to do reading each night at home
- Show interest and give positive feedback about their child completing homework.
- Acknowledge they understand the homework requirements for their child. (See Appendix 1)
- Communicate any concerns about homework to the child's teacher, for example, if the homework is too hard, too easy, too time consuming or there are circumstances that will prevent the child from completing homework (e.g. family visiting overseas, extra practice required for a piano exam so homework cannot be done this week, computer issues)

### Students

- Read each night at home.
- Complete homework tasks each week and submit them on the due date.
- Put effort into completing homework and try their personal best.
- When homework is given out in class, ask any questions they have of their teacher.
- Seek help from their teachers and parents if they are having difficulty with homework.
- Give feedback to their teacher if homework tasks are too hard or easy.

### **Evaluation**

This policy will be reviewed annually or as needed to comply with DET policy changes.

### **Certification**

This policy was endorsed by School Council at the meeting held on 21 November 2017.

Signed.....

*Principal*

Signed.....

*School Council President*



## Appendix 1 Sample Homework Letter

DATE \_\_\_\_\_

Dear Parents of Students in ????

This letter sets out the homework requirements for your child this year.

Homework is given out on ?? and is due on ??.

Students have been given a book to complete both their English and Japanese homework.

Students should complete the following:

### English

- Read for at least 15 minutes each night and complete your reading journal.
- Complete the Mathematics and spelling tasks in your book.

### Japanese

- Complete the weekly reading and writing task in your book.

If your child is experiencing any issues related to homework, please come and see us.

If circumstances change and your child needs adjustments to their homework please put this in writing.

Kind regards

?????  
English Teacher

???  
Japanese Teacher

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## Homework Reply Slip

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

I have received and understand the homework requirements for my child for 2018. I understand that if I have any questions I should approach my child's teacher/s. If I need adjustments made to the homework I will communicate this to the teacher/s.

Parent Name: \_\_\_\_\_ Signature: \_\_\_\_\_