

# POLICIES AND PROCEDURES

## Homework Policy

### Belief Statement

Bribie Island State High School recognises that regular homework is a valuable aspect of the learning process and contributes to the development of sound study habits.

The school also recognises that students may be engaging in many different activities outside of school. These may include a range of physical activities; recreational and cultural pursuits; and part-time employment, school based traineeships or apprenticeships. Some students may also have additional responsibilities as carers.

The need for a balanced lifestyle, including sufficient time for family, recreation, cultural pursuits and employment was taken into account when determining the school's Homework Policy.

### Homework Policy

Each student will be assigned homework from each subject (as per guidelines) on a regular basis. Students will be required to bring their Homework Diary to each lesson to record their homework. Students may use an e-diary.

Homework Diaries are provided to all students as part of the Student Resource Scheme.

#### **Guidelines**

- Homework tasks are classified as:
  - Practise
  - Preparation
  - Extension (applying existing skills or knowledge to a new situation)
- Homework consists of a variety of activities including, but not limited to:
  - preparation for practical lessons
  - preparation for activities and assessment that is outlined in the student's individual assignments
  - review of class work, reading text and reference books, revision, memorising information
  - tasks set by the teacher for the next lesson
  - daily reading to, with, and by parents/carers or other family members
  - linking concepts with familiar activities such as shopping, part-time employment or other recreational and cultural pursuits
  - conversations about what is happening at school.

Homework assigned in Year 8 and Year 9 could be up to but generally not more than 5 hours per week.

In the Senior Phase (Years 10, 11 and 12) the amount of time devoted to homework and independent study will vary according to the student's program of learning determined through their Senior Education and Training (SET) Plan.

# Responsibilities

## Principal

Ensure the school's homework policy is clearly understood by the school community and is effectively implemented throughout the school.

## Heads of Department

Operationalise the school homework policy within faculties.

Ensure procedures are in place for the communication of home work requirements to students and families.

Monitor the implementation of homework within faculties.

## Teachers

- Ensure the school's homework policy is consistently implemented.
- Clearly communicate the purpose, benefits and expectations of all homework.
- Check homework regularly and provide timely and useful feedback.
- Set homework that is varied, challenging and directly related to class work and appropriate to students' learning needs.
- Teach strategies to develop organisational and time-management skills and providing opportunities to practise these strategies through homework.
- Discuss with parents and caregivers any developing problems concerning their child's homework and suggesting strategies to assist with their homework.
- Provide support time for students who are not completing homework.
- Use student/parent email and/or Learning Place to facilitate the above.

## Students

- Take responsibility for their own learning by:
  - o following the school's homework policy
  - o discussing with their parents or caregivers homework expectations
  - o completing homework tasks within set time frames
  - o completing all assessment on time and to the best of their ability.

## Parent / Carer

The best environment for encouraging student learning occurs when parents and teachers are able to work in partnership. The following strategies may be employed to encourage your student(s) in the completion of homework:

- Request that your student(s) show you what work has been done in class; what notes have been taken; what handouts have been distributed; what worksheets have been provided; what chapter of the text they are working on; what exercises (problems) have been set
- Check your child's homework diary each night
- Check your child's Assessment Planner regularly, and monitor the completion of assignments well in advance of the monitoring and due dates.
- Assist your child in managing their time effectively. One suggestion may be to develop a wall planner which takes into account all subjects, homework tasks including assignment due dates, other commitments and special occasions.
- Have your child read their textbooks and other books associated with what is being done in class
- Contact the relevant teacher to discuss any concerns about the nature of homework .
- Ensure the teacher has an email contact for you.