



## Homework Procedures

### Introduction

Homework is a valuable part of schooling. It allows for practising and consolidating work done in class. Homework provides training for students in planning and organising their time and develops a range of skills in sourcing and utilising a range of resources. Additionally, it establishes positive habits of study, concentration and self-discipline skills.

The purpose of homework is learning. In the context of homework, learning is derived from the provision of activities that aim to consolidate or extend what has been learned during the school day.

Greenwich Public School's Homework Procedures combined with the Department of Education's Homework Policy defines homework as any task assigned by school teachers intended for students to carry out during non-school hours. Homework must be designed to meet specific learning goals.

Many students participate in a range of activities and have diverse experiences outside of school hours that may enhance their learning on a holistic level. Experiences and activities at home that help to create a rich learning environment for children are to be encouraged. They should not, however, be considered as homework unless they are assigned by the child's teacher.

The more the home and school environments complement each other, the greater the opportunities for the student to achieve his/her potential.

Research indicates that student learning may be enhanced if homework is:

- Appropriate for each student's age and ability
- Relevant to each student's needs
- Purposeful and designed to meet specific learning goals
- Varied and challenging, but achievable
- Built on knowledge, skills and understanding developed in class
- Clearly stated and requirements made explicit during class time
- Supported by teacher strategies for students having difficulties with homework.

Homework tasks should be assigned by teachers with a specific, explicit learning purpose. On completion, teachers will acknowledge student effort and provide timely feedback related to student learning.

## ***The Role of Parents and Carers***

Parents and carers can help by:

- Being aware of homework requirements ensuring time is set aside for homework and taking an active interest in homework and signing completed work, when requested.
- Encouraging the student to view homework as his or hers responsibly
- Providing if possible, a dedicated place and desk for homework and study
- Setting a time for communication with the student in regard to the tasks set
- Familiarizing the student with school and/or local resources such as the library
- Reinforcing and recognizing the students efforts and achievements
- Communicating with teachers about any concerns with homework or their child's approach to homework
- Writing a note to the class teacher when, because of family reasons, homework cannot be completed
- Encouraging students in completing homework. This can be done by showing interest, and at times, working with their children. Care needs to be taken, however, that children do not involve parents to such an extent that homework becomes 'parents work'.
- Encouraging students to read and take an interest in current events

## ***The Role of the Class Teacher***

The role of the class teacher is to:

- Provide a regular homework program
- Ensure homework set is relevant to class work and appropriate to the overall planning of activities for the grade and class group involving students in a variety of learning situations
- Provide students with experiences within class time that develop the skills necessary to complete homework tasks
- Set homework that is reasonable in expectations of time, effort and resources involved and considers different family situations, competing home/external obligations and extra-curricular activities.
- Provide homework of set duration with a clearly communicated completion date
- Ensure students are well aware of what is expected of them and how their work will be assessed
- Ensure homework returned is marked and feedback is provided to students and parents where appropriate
- Communicate to parents what homework is required and when it is due
- Communicate with parents about areas of concern related to homework

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## ***The Role of the Student***

The task of the student is to:

- Accept responsibility for understanding what is required by discussing concerns about homework with his/her teacher and parents/caregivers
- Complete homework within a given time frame and to an agreed standard
- Show his/her homework to the teacher and parent/s.
- All set homework should be marked with recognition and feedback given to the student. Marking may include students self-marking of tasks in classroom situation
- It is expected that all homework will be finished, or in the case of difficult work situations, at least attempted. In the event of it not being completed, an explanatory note from the parent should be provided
- Parents will be informed where student repeatedly do not complete homework. In these instances parents and teachers will discuss and negotiate homework expectations.

## **Homework Guidelines**

### ***Kindergarten (Early Stage 1)***

Generally teachers will not set formal homework in the earliest year of a child's schooling. However, all activities completed at home or during play can assist children to develop a wide range of knowledge and skills including literacy, numeracy and problem solving. It should also be remembered that self-directed play in unstructured situations is important. Language and Number concepts can be introduced and considered in many family activities, including:

- Shopping
- Preparation of food
- Listening to stories, learning songs and nursery rhymes
- Conversations about what is happening at school
- Interactive video and computer programs
- Reading
- Library borrowing
- Family outings
- Collecting items

### ***Year 1 and 2 (Stage 1)***

- As for kindergarten

Homework could involve brief periods of revision and the completion of work begun at school. It can involve spelling practice, completing simple mathematical computations, a Topic Talk of a Science project or the completion of a prescribed activity sheet.

## **Years 3-6 (Stages 2 and 3)**

As children move through Years 3-6, there is a greater expectation that they take an increased responsibility for the completion of their homework.

- Teachers will collaborate to establish grade expectations for homework each year to ensure consistency across classes
- Textbooks or homework sheets may be used to avoid copying homework which is time consuming and non-productive
- Directions will be clear, so that each child knows what is required
- Activities may include completion of work, additional formal bookwork and tasks, reading, writing (eg. narratives, reports etc.), interviews, speeches, observation and data collection, designing and making and practicing and reinforcement of skills such as spelling and multiplication facts. Students may also be required to complete research tasks. Research requires more initiative on the part of the child and depends on the content or resources in the home, school or local library. Emphasis should be placed on the development of note taking skills, the synthesis of information and presentation rather than the copying of information.
- Homework should assist in the development of study skills
- Homework will not be used as punishment

*\* Please note: All homework need not be a paper and pen task.*

## **Duration of Homework**

Students will have varied individual attention spans and learning behaviours. Average daily times indicated below are based on teacher and parent assessments of the average child's ability to work effectively on a given task. On average homework is to be completed over four nights a week. As well as the times given below, all students are encouraged to read at home every day.

<b>Kindergarten</b>	Reading of simple books with assistance.
<b>Year 1</b>	Reading and Spelling practice for approximately 10 minutes
<b>Year 2</b>	Homework need not be more than 20 minutes duration.
<b>Year 3</b>	Homework need not be more than 30 minutes
<b>Year 4</b>	Homework need not be more than 40 minutes
<b>Year 5</b>	Homework need not be more than 50 minutes
<b>Year 6</b>	Homework need not be more than 60 minutes

*(In the senior grades, projects may be set that involve extra planning and collection of materials. This may require students to spend extra time on homework that extends beyond that specified above)*

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