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| Version | 3.0 |
| Policy number | 3250 |
| Short description | A policy on appropriate homework assignments and time guidelines for HOPE students. |
| Relevant to | All HOPE teaching staff, parents and students. |
| Authority | This policy has been approved by the Director and HOPE Management. |
| Responsible officer | Principals |
| Responsible office | Academic Team |
| Date introduced | August 2012 |
| Date(s) modified | September 2017 |
| Next scheduled review date | September 2018 |
| Related documents | |
| Related policies | 3210 Student Behaviour Policy |

Policy Statement

To provide students with the opportunity to reinforce and practise skills learned at school in addition to encourage them to improve their organisational skills.

1. PURPOSE

- 1.1. To reinforce classroom learning
- 1.2. To establish desirable time management practices for children.
- 1.3. To reinforce the shared responsibility for a child's education, ie the partnership between child, school and home.
- 1.4. To acknowledge and value the current educational practices within family routines.

2. SCOPE

- 2.1. This policy applies to teaching staff, students and parents

3. DETAILS

3.1. Primary School:

Homework will be given to Years K to 5 each week, individual teachers will be responsible for giving appropriate homework.

- 3.1.1. Spelling: Years K-5 will usually have a list of words to either read or learn to spell. These words will be selected according to children's needs, from the spelling pattern for the week, the student's personal writing, the current unit of study, and other spelling lists. The children will be tested on these words in class. Spelling lists should be differentiated to reflect the range of abilities in a class.
- 3.1.2. Reading: Books may be selected by the student or the teacher to match reading skills and provide diversity. Reading skills includes decoding and comprehension. In addition, every child visits the library once a week and can borrow additional reading material.
- 3.1.3. Other homework may include; finding out additional information, completing an unfinished task, or additional practice of skills.
- 3.1.4. Time Guidelines:
Years K - 2: Up to 10 minutes a day
Years 3- 5: Up to 15 minutes a day (+ additional reading for Year 5)

3.2. Secondary School:

- 3.2.1. Time Guidelines:
Year 6: Homework per lesson should last a maximum of 10 minutes
Year 7: Homework per lesson should last a maximum of 15 minutes
Year 8: Homework per lesson should last a maximum of 20 minutes
Year 9 & 10: Homework per lesson should last a maximum of 30 minutes
Year 11 & 12: Homework per lesson should last a maximum of 45 minutes
Students will be given an appropriate time frame, usually a minimum of 3 school days, to complete homework.
- 3.2.2. Homework taking more than two weeks should be staged by the teacher, with clear expectations for each stage of the homework being given. No stage should exceed the limits.
- 3.2.3. Teachers have a responsibility to check the Assignment Calendar to ensure students do not have more than two assignments due on any one day, as well as to mark and return all homework which has been completed by students.
- 3.2.4. All homework will be set in the homework diary and assigned in Google Classroom.
- 3.2.5. If the teacher decides that the standard of completed homework is inadequate, the student will be given an opportunity to improve their work before behaviour management processes take place.

4. **DEFINITIONS**

4.1. Homework is defined as either an assignment or a task.

4.1.1. Assignments contribute significantly towards report grades.

4.1.2. Tasks only contribute in a minor way towards report grades.

5. **RESPONSIBILITIES**

5.1. Parental role:

Assist your child by:

- Helping them decide which exercises to do on which night
- Helping them allocate a time, e.g. 30 minutes, then have a break, and return if required, so that the students pace themselves.
- Not leaving it until the last minute.