

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	Principal
Responsible office	Academic Team
Date introduced	August 2012
Date(s) modified	September 2017
Next scheduled review date	September 2019
Related documents	
Related policies	3210 Responsible 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.

PURPOSE

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

SCOPE

- This policy applies to teaching staff, students and parents

DETAILS

- Primary School
 - Homework will be given to Years K to 5 each week, individual teachers will be responsible for giving appropriate homework.
 - 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.
 - Reading: Books may be selected by the student or the teacher for 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.
 - Other homework may include; finding out additional information, completing an unfinished task, or additional practice of skills.
 - 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)
- Secondary School
 - Time Guidelines:
 - Year 6 and 7: Set Homework per night should be no more than 45 minutes for 4 nights per week
 - Year 8: Set homework per night should be no more than 60 minutes for 4 nights per week.
 - Year 9 & 10: Set Homework should be no more than 60 minutes per night. Content study and review may take additional time
 - Year 11 & 12: Students should expect to complete up to 2 hours per week per academic subject set homework. Content study and review may take additional time. Students will be given an appropriate time frame, usually a minimum of 3 school days to complete homework.
 - Homework taking more than two weeks should be staged by the teacher, with clear expectations for each stage of the homework being given.
 - 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 acknowledge all homework which has been completed by students.

- All homework will be set in the homework diary and assigned in Google Classroom.
- 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.

DEFINITIONS

- Homework is defined as either an assignment or a task.
 - Assignments contribute significantly towards report grades.
 - Tasks only contribute in a minor way towards report grades.

RESPONSIBILITIES

- Parental role:
 - Assist your child by:
 - Helping them decide which exercises to do on which night
 - Help 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.

Table of amendments

Version number	Date	Short description of amendment
2.0	Feb. 2013	Adjusted for formatting by Sarah White
	Aug 2013	Adjusted to reflect International Year levels by Sarah White
3.0	Dec 2013	Section 3.2 adjusted to reflect results of parent, staff and student surveys by Mark Prothero
3.0	Oct 2017	Format and revise and update information by Malcolm Pirie and David Ware.
4.0	May 2019	