
Version	5.0
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	Director and Principals
Date introduced	August 2012
Date(s) modified	Aug 2015, Nov 2019
Next scheduled review date	Nov 2021
Related documents	
Related policies	3210-Responsible Behaviour Policy

Policy Statement

The goal of this policy to clearly articulate the reasons for setting homework and to provide an understandable framework for teachers, parents and students to assist in the achievement of this goal.

Homework reinforces and helps learners to retain information taught in the classroom as well as increasing their general understanding of the language.

Homework can help to develop study habits and independent learning. Research shows that homework also benefits factual knowledge, self-discipline, attitudes to learning and problem-solving skills.

Homework offers opportunities for extensive activities in the receptive skills which there may not be time for in the classroom. It may also be an integral part of ongoing learning such as project work and the use of a graded reader.

In addition Homework provides continuity between lessons. It may be used to consolidate classwork, but also for preparation for the next lesson and homework bridges the gap between school and home. Students, teachers and parents can monitor progress. The institution can involve parents in the learning process.

PURPOSE

- This documents sets out HOPE homework policy in order to:
 - Provide students with the opportunity to reinforce and practise skills learned at school.
 - Encourage students to improve their organisational skills.
 - Give students the opportunity to complete unfinished work.
 - Give parents an opportunity to assist children's learning.
 - Reflect current educational research findings.

- The objectives of this policy are:
 - To extend 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 Implementation
 - Children in Preschool will be given suitable activities when appropriate.
 - Homework will be given to Years K to 5 each week. The content of the homework will vary depending on the age and stage of the child, and individual teachers will be responsible for giving appropriate homework.
 - All homework should be acknowledged by an adult and returned as requested by the teacher. 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.
 - 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
 - Primary aged children need to read and be read to often.
 - Students in Years 1 to 3 are heard regularly during the week during class lessons.
 - The growth and progress in reading is affected by the opportunities children have to practise.
 - Take-home readers are selected to match the student's reading ability.

- Children can change these home readers as often as they want, but parents are expected to listen to children read at least once during the week.
 - Children throughout the primary years are encouraged to take responsibility for changing their books regularly.
 - In addition, every child visits the library once a week and can borrow additional reading material.
 - Children in years 3 and above are often reading at an independent level. All students read daily (during Silent or Guided Reading time), either alone, or as part of a group. Sometimes students select their own books to take home and sometimes these books are selected by a teacher to match reading skills; other times they have been selected to provide diversity in reading material usually selected by the student.
 - Other homework
 - Teachers may ask the children to find out some information at home, to complete a task not finished at school, or to do some additional practice of skills taught in the classroom.
 - We also acknowledge that children are doing lots of less traditional “homework” activities – for example learning additional language, helping with household chores, playing strategy based games, reading for fun, sports clubs, cultural visits, and after school clubs.
 - Recent research has shown that such experiences enrich a child’s education more than more traditional homework tasks, so we would encourage you to recognise the value of these.
 - Time Guidelines
 - Years K, 1 - 2 to 10 minutes a day
 - Years 3, 4, 5 - Approximately one and a half hours a week
- Secondary School Implementation
 - The Secondary School timetable is split into 30 fifty minute lessons a week, and different subjects have different lesson allocations.
 - Homework will be set on average once every 4 teaching lessons, except for Christian Perspectives homework which should set on average once every 2 lessons.
 - If homework is set more frequently than this, then the length of time required would usually be reduced.
 - Students will be given an appropriate time frame, usually a minimum of 3 school days, to complete homework. Homework tasks with a maximum of 10 minutes can be due within 3 days
 - 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 below.
 - 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 in google classroom
 - Student diaries do not need to be signed by parents or checked by teachers unless behaviour management processes identify a failure to do homework. The diary should also be used for parents to communicate with teachers.

- 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. An 'academic alert' email will be sent to parents.
- Time Guidelines
 - Year 6- Each homework should last a maximum of 30 minutes
 - Year 7 - Each homework should last a maximum of 45 minutes
 - Year 8 - Each homework should last a maximum of 1 hour
 - Year 9 & 10- Each homework should last a maximum of 1 hour and 30 minutes
 - Year 11 & 12 - Each homework should last a maximum of 2 hour and 30 minutes

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
 - Be positive and encouraging - homework should not be an onerous task!
 - Show an interest by asking about the work.
 - Get involved in solving some of the problems - you ARE allowed to GUIDE!
 - Assist your child with the organisation of their time 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.
 - Don't leave it until the last minute.
 - By showing an interest in the work, your children know that you're interested in what they do at school too, and they become more motivated to learn.
 - Please feel free to contact us during school hours about any of the homework tasks set.

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 the results of parent, staff and student surveys by Mark Prothero
4.0	Aug 2015	
5.0	Nov 2019	Policy statement added and google classroom within Secondary Implementation