SECONdARY HOMEWORK POLICY

PURPOSE
To ensure that students, teachers and parents are aware of their roles and responsibilities concerning homework.

POLICY
Homework is part of the curriculum at Sacred Heart Central School. The expectation is that all students will complete homework. The school recognises that at certain times homework can be a source of stress for families. If this is the situation, parents will need to communicate this to the school so alternative arrangements can be made.

DEFINITIONS
Homework may comprise:
- practice exercises
- preparatory homework
- assignments

Practice exercises
Students apply new knowledge or review, revise and reinforce newly acquired skills. Examples of such exercises are learning multiplication tables, practising spelling words, essay writing, reading or finishing off class work.

Preparatory homework
Allows students to gain background information on a topic to better prepare them for future lessons, for example, reading or collecting geometric shapes.

Assignments
These encourage students to pursue knowledge individually and imaginatively. Assignments might include writing a book review, researching local news or selecting items from the Internet.

PROCEDURES
Roles and Responsibilities
Teachers will assist students by:
- assigning all homework through the Diary App
- giving guidance in establishing good study habits
- planning and assigning homework adapted to the learning needs of students
- reserving for classroom instruction all new or difficult work requiring teaching assistance
- keeping homework relevant to students’ needs and to the classroom program
- contacting parents/guardians when students consistently do not complete
homework (The Student Diary App will be the first point of contact)
• discussing and negotiating the timing of assessment with students to assist students with time management

Parents/guardians can assist with homework by:
• showing an active interest in the homework to be done
• providing a suitable place for students to do their homework
• helping students with time management to enable them to meet deadlines
• limiting assistance with homework to guiding, aiding, reviewing, listening to reading and recitation and answering specific questions
• encouraging students to engage in regular reading to improve comprehension, vocabulary, grammatical expression
• contacting the teacher if your child continually tells you they have no homework
• communicating with the teacher if your child is having difficulty completing homework
• checking the Parent Diary App weekly

Students are expected to:
• complete assigned homework
• plan and manage assessment to meet deadlines
• return the homework to school and the teacher by the due date
• seek help from the teacher when needed. When using email, expectations of response time should be reasonable
• be accountable for their actions regarding the completion of homework
• indicate on the Student Diary App progress of their homework via start/complete section

Recommended time for Homework

<table>
<thead>
<tr>
<th>Year</th>
<th>Total hours per week</th>
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<tbody>
<tr>
<td>7 and 8</td>
<td>4-5 hours/week</td>
</tr>
<tr>
<td>9 and 10</td>
<td>7-8 hours/week</td>
</tr>
</tbody>
</table>

Teachers will regularly check homework and will assist students where necessary. Individual subject teachers may detain students at recess or lunchtime to allow students to catch up on missed homework.

If a student fails to complete homework for a class three times in a term (Elective Subjects may opt for three missed homework items per semester) then the student may receive a consequence.

The teacher will inform the PCA and may phone the student’s parents/guardian if the student continually fails to complete homework.

If these measures fail to assist students to develop independent work and study skills, the Secondary Curriculum Coordinator in conjunction with the student’s Pastoral Care Adviser will organise a meeting with parents and the student to discuss further action.
Extension Procedures
If a student requires an extension of time to complete an assignment, a note from a parent requesting an extension must be submitted to the classroom teacher at least two days before the assignment is due. A conversation between the teacher and student will take place to determine the length of a possible extension. Extensions may be granted with the approval of the Secondary Curriculum Coordinator.

RELATED POLICIES
Assessment Policy
Reporting Policy

<table>
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<tr>
<th>Approved by:</th>
<th>School Board</th>
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<tr>
<td>Issuing Group:</td>
<td>Executive</td>
</tr>
<tr>
<td>Implementation Date:</td>
<td>2015</td>
</tr>
<tr>
<td>Supersedes Policy Dated</td>
<td>2010</td>
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<tr>
<td>Revision Date:</td>
<td>2020</td>
</tr>
<tr>
<td>Contact Officer:</td>
<td>Principal</td>
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