



Homework Policy

The classroom is the place where much of the learning takes place. However, real understanding (transferring knowledge for short to long term memory) is achieved when, outside the classroom, students:

- revise the work introduced in class
- test their understanding
- apply their newly acquired knowledge / skills
- extend their reading;
- and summarise the information obtained in class or from the textbook. This additional work comes under the heading **home learning**.

Home learning comprises of:

- set homework - this is negotiable and will be checked by the teacher
- revision of work covered in class or on any one day – revision involves more than just reading the material - it involves note taking i.e. looking for main ideas of the speaker / writer and then writing them out in your own words - be concise which does not mean just writing down main headings but includes the explanation and / or information - notes should be neat, orderly and legible and should be a summary of the main facts
- assignment work and / or test / exam preparation

Home learning provides students with an opportunity to work independently and develop greater responsibility for their own learning.

For home learning to be effective students should:

- have a regular routine and time
- develop a weekly home learning planner (modify it after two weeks if there are problems)
- have an area where they can learn without unnecessary distractions
- have a short break every 45 - 60 minutes
- focus on what they are doing
- ask for teacher assistance if, after reading and thinking about a section of work, they still have difficulty understanding it



Recommended times for home learning:

Junior Secondary (i.e. Years 7 - 9)

1 - 2 hours per weekday at least four days per week

Senior Secondary (i.e. Years 10 - 12)

3 - 5 hours at least four times per week and half a day on the weekend

Assignments/Homework/Organisation

All students will be engaged in completing in-depth learning tasks that require investigation, application and synthesis of knowledge. These tasks will challenge students and require them to be committed learners.

Student Responsibilities

- Develop a plan for completing tasks on time and add due dates to student diary
- Complete all work by due dates (including drafts and final products)
- Ask for assistance when needed
- Use class time assigned for assessment tasks/assignments efficiently
- Special consideration including extension requests are to be negotiated with the appropriate Leader of Learning BEFORE the due date
- A medical certificate is required for incomplete or late work, (in the senior school, to comply with QSA requirements), but an explained absence (note from parents) will be sufficient in junior secondary

Teacher Responsibilities

- Support students in planning to complete tasks by due dates
- Provide some class time for completion of tasks
- Provide detailed task and criteria sheets for student reference
- Contact parents/guardians for support when work is incomplete or late
- Liaise with Leaders of Learning and School administration for persistent incomplete or late work
- Provide feedback to students re performance in tasks/Assignments

Parent/Guardian Responsibilities

- Discuss with student tasks/assignments due for the term
- Encourage student to plan and work towards task completion through appropriate time management
- Assist student in accessing resources needed for task completion
- Contact class teacher for support if required

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