



# Coonabarabran High School

## Homework Policy 2022

Helping our Students Reach the Stars

# Coonabarabran High School

## Homework Policy

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# 1. Homework Policy

## 1.1 Objective

Homework is that time students spend outside the classroom in assigned learning activities. At Coonabarabran High School we consider homework to be an essential part of all students achieving their potential. Homework provides students with opportunities to consolidate their classroom learning, pattern behaviour for lifelong learning beyond the classroom, and involve family members in their learning. Homework further helps students by encouraging self-discipline by providing an opportunity for students to be responsible for their own learning. It provides training for students in planning and organising time and helps develop a range of skills in identifying and using information sources. Homework also provides opportunities to challenge gifted students to explore open-ended tasks.

Homework reinforces for students that learning does not start and stop at the school gate; students can, and do, learn all the time and across a range of locations and environments. Coonabarabran High School accepts that completing homework is primarily the responsibility of the student and as students mature they are more able to work independently. Parents play a supportive role in monitoring completion of assignments, encouraging students' efforts, and providing a conducive environment for learning. In this way homework serves to strengthen the partnership between home and school as it provides parents and caregivers insights into the content is being taught at school. The school and teaching staff are responsible for setting homework which takes into account the need for students to have a balanced lifestyle. This includes sufficient time for family, recreation, cultural pursuits, and employment where appropriate.

The regular setting of homework by teachers is school policy. The nature, frequency, and volume of homework set is left to the professional judgement of teachers in consultation with Head Teachers and students. Homework tasks should be coordinated across teachers in different faculties to avoid unreasonable workloads being placed on students. Teachers will set homework that enhances student learning and that:

- is purposeful and relevant to student needs;
- is appropriate to the phase of learning (years 7 and 8, years 9 and 10, and years 11 and 12);
- is appropriate to the capability of the student;
- develops the student's independence as a learner;
- is varied, challenging and clearly related to class work; and
- allows for student commitment to recreational, employment, family and cultural activities.

## **2. Types of Homework**

The types of homework that students are expected to attempt will depend upon the age, ability, home environment and extracurricular activities of each student.

The three main types of homework are:

### **2.1 Practice exercises**

Practice exercises provide students with opportunities to apply new knowledge, or to review, revise and reinforce newly acquired skills and can include:

- completing consolidation exercises;
- practising for mastery;
- practising words or phrases learnt in a Language Other Than English;
- reading for pleasure;
- writing essays and other creative tasks;
- practising and playing musical instruments;
- practising physical education skills or training competitions; and
- writing up practical work or process diaries.

### **2.2 Preparatory learning**

Preparatory learning provides opportunities for students to gain background information so they are better prepared for future lessons and can include:

- reading background material;
- reading texts for class discussion;
- researching topics for class work;
- collecting newspaper articles; and
- revising information about a current topic.

### **2.3 Extension activities**

Extension activities encourage students to pursue knowledge individually and imaginatively and can include:

- writing something e.g. a book review;
- making or designing something e.g. an art work;
- completing Science investigation exercises;
- researching local news;
- finding material on the Internet – information and retrieval skills;
- monitoring advertising in a newspaper;
- multimedia projects; and
- interdisciplinary explorations based on an important social/historical/moral theme.

### **3. Successful Practice**

At Coonabarabran High School, students should develop habits of engaging with homework each day. It is expected that homework will be set and completed on a regular basis in each subject. This will vary between subjects and at different times throughout the year.

Coordination across faculties is essential to accommodate competing demands in regard to homework, assessment tasks, assignments and examination preparation. This is particularly important in the senior years of high school.

There are times when students may be provided the opportunity to negotiate the amount, type, and timeframes of homework.

The quality of homework will be enhanced by students getting expert advice about homework and study skills through seminars and study days. This is important right across high school, not only in senior years.

Homework diaries are useful to develop students' organisational skills, time management, and to improve home-school communication. In 2022, diaries have been provided to every student.

As students move into the senior school it is expected that homework demands will increase. This will generally be as part of Stage 6 assessment tasks and there is an expectation that all tasks will be completed.

### **4. Responsibilities**

#### **4.1 School:**

Coonabarabran High School will help by:

- providing an after school Homework centre, usually in the school library, where students can access relevant learning resources and seek assistance from available teaching staff. Dates and times for the Homework centre will be provided regularly to students, parents, and carers;
- ensuring that parents and carers are aware of the school's homework policy;
- limiting homework set for completion over holiday periods or weekends (except for Years 11 and 12);
- setting no homework the week before assessment periods including Half-Yearly and Yearly Examinations except for revision exercises;
- integrating major assessment tasks within the school's calendar;
- notifying parents if homework is not submitted, is unsatisfactory, or incomplete; and
- encouraging staff, students, parents, and carers to communicate any homework-related concerns to the relevant Head Teacher.

## 4.2 Teachers:

Teachers can help their students *before homework is set* by:

- indicating clearly the purpose of the homework;
- assessing resources in advance and submitting a copy of research assignments to the Librarian;
- specifying assessment and assignment expectations at the beginning of a unit of work;
- setting varied, challenging and meaningful tasks related to class work that are appropriate to the students' learning needs and to the intended outcomes of the unit of work being taught;
- giving students enough time to complete homework, taking into account home obligations and extracurricular activities;
- coordinating the allocation of homework by different teachers;
- consulting with students before setting discretionary homework tasks;
- helping students develop the organisational and time-management skills needed for them to be responsible for their own learning;
- teaching revision and study skills explicitly; and
- teaching students good information-gathering, analysing, and reporting skills.

Teachers can help their students *once homework is completed* by:

- keeping accurate records of homework set and submitted;
- defining and enforcing penalties for late submission of assessable tasks and not altering due dates;
- assessing homework and providing timely and practical feedback and support within two weeks;
- making effective use of homework diaries;
- monitoring progress on major assignments several times before the due date; and
- developing strategies to support parents to become active partners in homework.

## 4.3 Students

Students can help themselves by:

- writing down all details of homework they are set in their school diaries;
- being aware of the importance of homework and of the school's homework policy;
- recording due dates for tasks and major assignments in their diaries;
- planning their homework task completion appropriately - not leaving work to the last minute;
- seeking assistance from teachers, parents, or carers when difficulties arise;
- avoiding distractions, such as social media, while completing homework;
- ensuring their homework is completed to a high standard;
- showing their homework commitments and teachers' expectations to their parents or caregivers;
- developing an effective individual study timetable; and
- submitting assigned work punctually.

## 4.4 Parents

Parents can help at home by:

- regularly checking student homework diaries;
- encouraging students to value learning and education;
- encouraging students to take increasing responsibility for their learning and organisation;
- providing a place and a desk for homework and study free from distraction;
- observing and acknowledging their success and asking how their home and class work is progressing;
- encouraging them to set aside a regular daily session to read and complete homework on time;
- setting an example by reading themselves; and
- helping them to complete homework by discussing key questions or directing them to resources.

## **5. Suggested Times**

In Years 7 and 8 homework should be approximately one hour each weekday night and for up to 2 hours each weekend.

In years 9 and 10 it should be for approximately 1½ hours each weekday night and for up to 2 hours each weekend.

In Years 11 and 12 students would be expected to work for around a minimum of 12 hours per week. This time will increase as internal exams and the HSC approaches. Students with high aspirations would be undertaking considerably more. These times are a guide only.

A parent may request a temporary reduction in study hours in special circumstances when conditions at home make it difficult for a student to complete homework for a specific occasion or period. This does not include assessed tasks in Year 11 and 12.

## **6. Homework and study**

Study time is different to homework. During study time, students should go over the day's work, read their textbooks or notes, create summaries and try to increase their understanding of concepts covered in class.

## **7. Make-up Work**

If you anticipate your child being out sick for any extended time please contact the school. This will enable the school, together with Year Advisors and classroom teachers, to prepare work for the time you anticipate your child to be away from the school.

Students who miss school work because of an excused absence shall be given every reasonable opportunity to complete assignments and tests. As determined by the teacher, the assignments and tests shall be equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time.

Students who miss school work because of unexcused absences may be given the opportunity to make up missed work for full or reduced credit. Teachers shall assign such make up work as necessary to ensure academic progress, not as a punitive measure.

Students suspended from school may be given assessment tasks to complete. The teacher of any class from which a student is suspended may require the student to complete examinations missed during the suspension.

## **8. Review**

This policy will be regularly reviewed based on feedback from Staff, Students, and the wider Coonabarabran High School Community