



Exford Primary School

HOMEWORK POLICY

(Revised in 2016 in light of new DET Homework Policy)

RATIONALE (from DEECD Guidelines)

<http://www.education.vic.gov.au/school/principals/spag/curriculum/Pages/guidelines.aspx>

Homework helps students by complementing and reinforcing classroom learning, fostering good lifelong learning and study habits, and providing an opportunity for students to be responsible for their own learning.

AIMS

- To support and reinforce classroom learning.
- To develop positive study habits.
- To develop a responsibility for self-learning.

ROLES AND RESPONSIBILITIES

Schools can support students by:

- Fostering lifelong learning and connecting families with the learning of their children, as part of a comprehensive and balanced curriculum within Victorian schools
- Ensuring the school's Homework policy is relevant to the needs of students
- Advising parents/carers of Homework expectations at the beginning of the school year and provide them with a copy of the Homework policy
- Encouraging parents/carers of early primary school aged children to read to and with their children for enjoyment
- Ensuring that upper primary and secondary school students use Homework diaries to provide a regular communication between parents and the school. Diaries may be electronic.

Teachers can support students by:

- Equipping students with the skills to solve problems
- Encouraging real-life problem solving, logical thinking, creativity and imagination
- Setting varied, challenging and meaningful tasks related to class work to suit the students' learning needs
- Giving students enough time to complete Homework, considering home obligations and extracurricular activities
- Assessing Homework and providing timely and practical feedback and support
- Helping students develop organisational and time-management skills
- Ensuring parents/carers are aware of the school's Homework policy
- Developing strategies within the school to support parents/carers becoming active partners in Homework.
- Offering a wide range of opportunities for families to engage in their children's learning.

Parents can support students by:

- Developing a positive and productive approach to Homework
- Ensuring there is a balance between the time spent on Homework and recreational activities
- Reading to them, talking with them and involving them in learning opportunities during everyday household routines and physical activity
- Talking to teachers about any concerns they have about the Homework
- Attending the school events, productions or displays their child is involved in
- Ensuring upper primary and secondary students keep a Homework diary

- Discussing Homework with their child in their first language, if English is not the main language spoken at home, and linking it to previous experiences
- Linking Homework and other learning activities to the families' culture, history and language, linking with relevant services, clubs, associations and community groups.
- If your child is to be absent due to a family holiday (for a period of three or more days), please contact the class teacher so an Absence Individual Learning Plan can be created.

Students can take responsibility for their own learning by:

- Being aware of the school's Homework policy
- Discussing with their parents or caregivers Homework expectations
- Accepting responsibility for the completion of Homework tasks within set time frames
- Following up on comments made by teachers
- Seeking assistance when difficulties arise
- Organising their time to manage home obligations, participation in physical activity and sports, recreational and cultural activities and part-time employment

IMPLEMENTATION

- The school's Homework Policy will be distributed to parents at the commencement of each school year and is also available on the school's website.
- Nightly reading is part of Homework for all students:
 - Prep to Year 2 students - 10 minutes nightly
 - Years 3-4 students - at least 15 minutes nightly
 - Years 5-6 students - at least 20 minutes nightly
- All Year Prep - 6 students will be allocated a Homework book and this will include a statement regarding the purpose, the type of task and the timeline.
- Classroom teachers will set weekly Homework tasks (this should not take more than 30 - 45 minutes per week, in addition to the nightly reading).
 - Prep-Year 4 students - this will not exceed more than 30 minutes per week (during the school term only).
 - Year 5-6 students - this will not exceed more than 30 - 45 minutes per week (during the school term only).
- Homework activities should be interesting and where appropriate, open-ended; each set task must be purposeful, meaningful and relevant to the current classroom curriculum.
- Homework will begin mid-February each year and continue throughout the year.
- Prep students are introduced to Homework through reading to, with and by parents.
 - Additional Prep Homework tasks are introduced late in Term 1 (or early Term 2), when the teachers feel it is appropriate.
- Homework is not issued during Camp weeks and it ceases at the end of November.
- Homework activities will be monitored by the classroom teachers, this process may be supported by the classroom aides.
- We ask that students complete their homework each week.
 - Homework has been based around the guidelines of not exceeding 30 - 45 minutes a night.
 - Homework will be set on a Wednesday and needs to be returned on Mondays to provide teachers time to check the children's Homework.
 - Teachers will follow up with parents if a student regularly fails to complete Homework
- The school will have a process for managing the implementation and monitoring of homework (See Management).

MANAGEMENT

- Homework for all classes will be set on each Wednesday and will be due the following Monday. Each student will have a Homework book or folder in which to store Homework.
- Homework for all students will be consistent within year levels even if these students are located in different classrooms.
- Teachers will monitor that all students undertake home reading as a part of their Homework routine
- When a child is unable to complete Homework the parent should indicate the reasons for this in a signed note to the class teacher who will then issue a waiver or extension depending on the individual circumstance
- Teachers will follow up with parents if a student regularly fails to complete Homework
- Parents are always able to discuss their child's Homework with the class teacher

EVALUATION - This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council on Wednesday 20 April 2016

APPENDIX 1: - Statements for Students' Homework Books

Year Prep

Year 1/2

Year 3/4

Year 5/6

Statement for Students' Homework Books.

Dear Parents,

This is your child's Homework Book. Homework is issued on a Wednesday and is due for return by the following Monday.



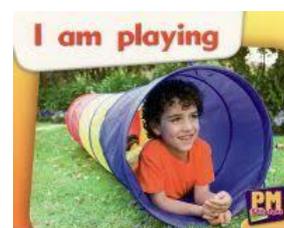
Early Years - Year Prep (Foundation) students

In Year Prep, Homework consists of:

- Reading nightly
- Completing 1 activity from the Homework Grid, which includes activities from 'Reading Eggs', 'Mathletics' and other learning tasks which support classroom learning.
- Homework tasks will be sent home on Wednesdays and need to be returned on Mondays.

Reading Nightly

- Students and parents should record daily reading in their Reading Diary.
- The focus is all on the sense of story and for the children to enjoy sharing it with you at home. The children will bring home simple books that are highly predictable, with a simple sentence structure (that is often the same on each page with a change in noun or verb) and easily identifiable vocab and pictures.
- It's so important to find time every day for reading at home together with your child. Please read every night / morning with your child - and don't forget to read to your child.
- Before starting to read the book with your child, do a 'picture walk' through the illustrations of the book and encourage your child to talk about what might be happening, with predictions about what might be happening based on the illustrations, so ... **NEVER** cover the pictures !! The illustrations are such a source of meaning for young readers. When we read to children, we are modelling the way a good reader behaves and they learn so much from watching us read to them.
- There's a lovely book for parents called 'Reading Magic' by Mem Fox which describes how easily parents can help their child's reading development and love of books.



Please note:

- Sometimes there are valid reasons as to why your child is unable to complete their homework. Please advise your child's teacher of this in writing and they will be excused for that week.



Homework is a valuable part of your child's learning experience. Generally it will not contain new work and is an opportunity for students to practise their skills. Prep students - Homework tasks will not exceed more than 30 minutes per week, in addition to nightly reading. It is often a nice time for parents and children to spend time together.

If your child is to be absent due to a family holiday (for a period of three or more days), please contact the class teacher so an Absence Individual Learning Plan can be created.

If ever you have questions about your child's progress in this area, please make an appointment through the school office to see the class teacher.



Thank you,

Lisa Campo

Lisa Campo
Principal

Ms King, Ms Markovic and Ms Pengelly
Classroom Teachers

Statement for Students' Homework Books.

Dear Parents,

This is your child's Homework Book. Homework tasks will be sent home on Wednesdays and need to be returned on the following Mondays.



Early Years - Year 1 students

In Year 1, Homework consists of:



- Reading Nightly - Students are to record daily reading in their Reading Diary
 - Diaries are to be signed each night by a parent/guardian.
 - Completing set activities from the Homework schedule, which includes activities from 'Reading Eggs', 'Mathletics', book responses, counting activities and other learning tasks which support classroom learning.
- Students' Homework needs to be signed by a parent/guardian on the Homework schedule page before it is handed in each week.

Please note:

- Sometimes there are valid reasons as to why your child is unable to complete their homework. Please advise your child's teacher of this in writing and they will be excused for that week.
- All Year 1 students will have the opportunity to take the class Mascot home and complete the related activity. They will not have to complete regular Homework during this week.
- Student Homework, both nightly reading and the assigned task, is checked by the teacher on a weekly basis and Homework is reflected on in the children's reports.
- Homework is a valuable part of your child's learning experience. Generally it will not contain new work and is an opportunity for students to practise their skills.
- Year 1 students' Homework will not exceed more than 30 minutes a week (during the school year) and it is often a nice time for parents and children to work together.
- If your child is to be absent due to a family holiday (for a period of three or more days), please contact the class teacher so an Absence Individual Learning Plan can be created.



If ever you have questions about your child's progress in this area, please make an appointment through the school office to see the class teacher.

Thank you,

Lisa Campo

Lisa Campo
Principal

Mrs Ambrose, Mrs Roe and Mrs Thorburn
Classroom Teachers

Statement for Students' Homework Books.



Dear Parents,

This is your child's Homework Book. Homework tasks will be sent home on Wednesdays and need to be returned on the following Mondays.

Early Years - Year 2 students

In Year 2, Homework consists of:

- Reading Nightly - Students are to record daily reading in their Student Diary
 - Diaries are to be signed each night by a parent/guardian.
- Completing set activities from the Homework Grid, which includes activities, such as 'Reading Eggs', 'Mathletics', book responses, counting activities and other learning tasks which support classroom learning.
- Parents are asked to date and sign the task (on the grid) completed each week.



Please note:

- Sometimes there are valid reasons as to why your child is unable to complete their homework. Please advise your child's teacher of this in writing and they will be excused for that week.

Homework is a valuable part of your child's learning experience. Generally it will not contain new work and is an opportunity for students to practise their skills. Year 2 students' Homework will not exceed more than 30 minutes per week. It is often a nice time for parents and children to spend time together.



If your child is to be absent due to a family holiday (for a period of three or more days), please contact the class teacher so an Absence Individual Learning Plan can be created.

If ever you have questions about your child's progress in this area, please make an appointment through the school office to see the class teacher.

Thank you,

Lisa Campo

Lisa Campo
Principal

Mr Jenner, Ms Colangelo and Ms Graham
Classroom Teachers

Statement for Students' Homework Books.



Dear Parents,
This is your child's Homework Book. Homework tasks will be sent home on Wednesdays and need to be returned on the following Mondays.

Early Years - Year 3-4 students

In Year 3/4, Homework consists of:

- Reading Nightly - Students are to record daily reading in their Student Diary
 - Diaries are to be signed weekly by a parent/guardian.
- A Maths task will be added to the children's Homework book each week.
 - There will be 'Mathletics' every three weeks instead of the Maths task in the Homework book
- The Spelling grid has a points system and the children need to gain a set number of points per week - selecting a variety of activities to obtain the correct amount of points.



Please note:

- Sometimes there are valid reasons as to why your child is unable to complete their homework. Please advise your child's teacher of this in writing and they will be excused for that week.
- Homework is a valuable part of your child's learning experience. Generally it will not contain new work and is an opportunity for students to practise their skills and to develop and practise their organisations skills as learners.
- Year 3/4 students - Homework will not exceed more than 30 minutes per week during the school year. It is often a nice time for parents and children to work together.
- Additional Homework options your child may like to complete include:
 - Writing a chapter summary
 - Develop questions about the book for a book discussion
 - List words from the book and develop a glossary
 - Research the author / topic
 - Read other texts by the author / on the topic
 - Develop a word search using words from the text / on the topic
- If your child is to be absent due to a family holiday (for a period of three or more days), please contact the class teacher so an Absence Individual Learning Plan can be created.



If ever you have questions about your child's progress in this area, please make an appointment through the school office to see the class teacher.

Thank you,

Lisa Campo

Lisa Campo
Principal

Ms Anderson, Mrs Humphries, Ms Lynch, Ms McFarlane and Mr Parker
Classroom Teachers

Statement for Students' Homework Books.

Dear Parents,
This is your child's Homework Book. Homework tasks will be sent home on Wednesdays and need to be returned on the following Mondays.



Years 5/6 students

Homework will consist mainly of:

Independent reading on a daily basis

- Students are to set aside part of their student diary to record their daily reading
- Diaries are to be signed weekly by the teacher and the parent

Spelling Homework

- Students will receive five words per week and are required to learn them based on the 'Word Challenge Sheet' to show an understanding of the word.
- Nightly spelling to also be done - there is an example provided in the front cover of the Spelling Homework book
- Spelling words will be tested in the back of their homework book in order for families to see student progress.

Maths Tasks

- Students will be assigned a task per week.
- All tasks set will reinforce concepts learnt that week in class and/or support individual students learning needs.

Humanities

- Students will receive a matrix, based on Higher Order Thinking Skills and Multiple Intelligences with activities that relate to the terms Humanities topic.
- All activities will incorporate Literacy and/or Numeracy skills.
- Students are required to complete 1 task of their choice to a very high standard, with detailed recorded responses.
- It is acceptable for teachers to assign unfinished classroom activities as Homework tasks.

Please note:

- Spelling and nightly reading are also considered a part of your child's homework commitment.
- Sometimes there are valid reasons as to why your child is unable to complete their homework. Please advise your child's teacher of this in writing and they will be excused for that week.
- Homework is a valuable part of your child's learning experience. Generally it will not contain new work and is an opportunity for students to practise their skills.
- Year 5/6 students' Homework will not exceed more than 30 - 45 minutes per week during the school year. It is often a nice time for parents and children to work together.
- If your child is to be absent due to a family holiday (for a period of three or more days), please contact the class teacher so an Absence Individual Learning Plan can be created.



If ever you have questions about your child's progress in this area, please make an appointment through the school office to see the class teacher.

Thank you,

Lisa Campo

Lisa Campo
Principal

Ms Ciantar, Mr Gundry, and Ms Littlewood
Classroom Teachers

