

Exford Primary School

HOMWORK POLICY 2022



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Review: March 2025



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school on 9743-5025.

PURPOSE

To outline to our school community the Department's and Exford Primary School's policy requirements relating to Homework. 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.

SCOPE

This policy applies to students in all year levels and staff responsible for setting and monitoring Homework at Exford Primary School.

RATIONALE

Exford Primary School has developed this Homework Policy in consultation with the School Council to support student learning and wellbeing by:

- To support and reinforce classroom learning
- To develop positive study habits
- To develop a responsibility for self-learning
- Providing opportunities for students to review, revise and reinforce newly acquired skills
- Providing opportunities for students to apply new knowledge
- Providing opportunities for students to prepare for future lessons
- Encouraging students to enrich or extend knowledge individually, collectively and imaginatively
- Fostering good lifelong learning and study habits
- Supporting learning partnerships with parents/carers.

DEFINITIONS

Homework is tasks assigned to students by teachers that are meant to be carried out during non-school hours.

POLICY

At Exford Primary School all Homework set by teachers will be:

- Purposeful
- Curriculum-aligned
- Appropriate to students' skill level and age
- Designed to help students develop as independent learners
- Monitored (correction and feedback) by the teacher
- Homework is reflected on in each semester's formal school report

- Where appropriate, provide opportunities for parents/carers to partner in their child's learning.

The types of Homework that teachers at Exford Primary School will include are:

- Completing consolidation exercises for mathematics
- Completing science investigation exercises
- Making or designing an artwork
- Practising and playing musical instruments
- Practising spelling words
- Practising sports skills
- Practising words/phrases learnt in a language other than English
- Reading background material for a subject
- Reading English texts prior to class discussion
- Reading for pleasure
- Researching topics associated with set class work
- Revising/preparing for tests
- Applying new skills to home context, such as:
 - planning and cooking food, including following a recipe
 - helping to plan a day trip or holiday, including timings, directions and costs
 - growing plants
 - reviewing their favourite film or book
 - writing a diary entry
- Engaging with parents in learning activities such as:
 - rehearsing a presentation with parent/carers, and seeking their feedback
 - interviewing a family member as part of a research project.

Please see the Homework expectations for each year level that is included in the students' Homework books.

SHARED EXPECTATIONS AND RESPONSIBILITIES

Homework is a shared responsibility between the school, teachers, students and their parents/carers. In order to get the most out of Homework tasks, it is important that everyone understands their obligations and responsibilities.

Responsibilities and expectations for **leaders at Exford Primary School** are to:

- Advise teachers, students and parents/carers of Homework expectations at the beginning of the school year and provide them with access to the Homework policy.
- 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.

Responsibilities and expectations for **Teachers at Exford Primary School** are to:

- Set Homework that is curriculum-aligned and appropriate to the student's skill level and age
- Ensure Homework tasks are purposeful - this means they are deliberately designed and planned to support student learning (so, they are not 'busy work' or where students 'finish off' work they did/could not complete in class)
- Correct and review Homework task completion and provide timely and practical feedback to students
- Ensure the amount of Homework set supports a student to engage with a range of recreational, family and cultural activities outside of school hours
- Offer opportunities for families to engage in their children's learning
- Equipping students with the skills to solve problems
- 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.

Responsibilities and expectations for **students** are:

- Being aware of the school's Homework policy
- Discussing Homework expectations with their parents/carers
- 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 (for older students).

Responsibilities and expectations for **parents/carers** are:

- Developing a positive and productive approach to Homework
- Ensuring there is a balance between the time spent on Homework and recreational, family and cultural activities
- Talking to teachers about any concerns they have about the Homework
- Discussing Homework with their child in their first language, if English is not the main language spoken at home,
- In dialogue, linking Homework to:
 - previous experiences the child and/or parent/carer may have had
 - family culture(s), history(ies) and language(s)
 - relevant services, clubs, associations and community.
- Ensuring there is a quiet study area for their child to complete Homework.

SUPPORT FOR STUDENTS AND PARENTS/CARERS

Exford Primary School understands that students have different learning strengths, preferences and interests and may approach learning activities and Homework differently.

If parents/carers are concerned their child may not understand the Homework tasks that have been set or are spending a long period of time completing their Homework, we encourage parents/carers to speak to their child's teacher.

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 as per DET guidelines per week, in addition to the nightly reading).
- 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 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).

COMMUNICATION

- Homework tasks will be communicated via Seesaw (for Prep - Year 4 students)
- Homework tasks will be placed either in the Homework book or posted to Seesaw and students will be asked to either complete a task in their Homework book or post the task to Seesaw
- 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
- 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

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Included in staff induction processes and staff training
- Available publicly on our school's website (or insert other online parent/carer/student communication method)
- Included in Staff Handbook/manual
- Reminders in our school newsletter
- Discussed at the commencement of the school year
- Included in Parent Information Book available at Transition times and on our school Website
- Discussed at parent information nights/sessions
- Discussed at student forums
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

- [Homework - Department Policy](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2022
Consultation	Staff consultation School Council consultation
Approved by	Principal
Next scheduled review date	2025