

# HOMEWORK POLICY



## Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office.

**Phone:** 03 9429 2950

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## PURPOSE

The purpose of this policy is to outline to our school community the Department's and Richmond West Primary School policy requirements relating to homework.

## RATIONALE

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

- 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 positive lifelong learning and study habits
- supporting learning partnerships with parents/carers.

## SCOPE

This policy applies to students in all year levels and staff responsible for setting homework.

## DEFINITIONS

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

## POLICY IMPLEMENTATION

At Richmond West Primary School our policy ensures a consistent approach is adopted across the school which promotes practise of concepts students learn in classrooms.

Homework should be:

- Balanced in terms of demands between study and recreational, family and cultural activities
- Purposeful, meaningful and relevant to the curriculum
- Assessed by teachers with weekly feedback and support provided to students

Richmond West Primary School endorses the following:

1. It is expected that all students read at home. Students in the lower years require 1:1 listening and encouragement while reading. All students should have access to a wide range of reading materials and be encouraged to read regularly for pleasure.

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2. All students are taught comprehension strategies which parents are strongly encouraged to use with their children when discussing their reading.
3. All early year's students will receive a list of *within text reading strategies* used for decoding
4. Homework will exist at all levels of the school.
5. Take home reading journals(F-4) and homework diaries (5-6) will be checked and signed by teachers at least once per week.
6. Expectations about homework will be communicated clearly to students and parents at the beginning of each year.
7. Homework will be consistently applied within each teaching team.
8. Students who are in the bilingual program will receive a balance of Chinese and English homework.
9. Homework will not be given on weekends or holidays. However, homework may be given out during the week and be due the following week and therefore can be completed over the weekend if the student prefers.
10. Students on an Individual Education Plan (IEP) may have different homework expectations to other students. This will be discussed with individual students and parents.
11. Quizlet (Chinese) and Reading Eggs are optional online programs for students to use to support their learning of characters/letter sounds and reading skills.
12. Additional work/homework will **not** be provided for those students whose families choose for their child not to attend school due to a family holiday.

## 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 Richmond West 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.

*Responsibilities and expectations for **teachers** at Richmond West 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)
- assess homework and provide timely and practical feedback
- 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.
- acknowledging students each time when homework is completed.

*Responsibilities and expectations for **students** are:*

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- being aware of the school's homework expectations
- 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
- Students are expected to be accountable for the completion of their homework.

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

- ensuring there is a balance between the time spent on homework and recreational, family and cultural activities
- ensuring that time is set aside for daily reading
- talking to teachers about any concerns they have about the homework
- discussing with the teacher if they believe their child needs further individualised 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:
  - o previous experiences the child and/or parent/carer may have had
  - o family culture(s), history(ies) and language(s)
  - o relevant services, clubs, associations and community.
- ensuring there is a quiet study area for their child to complete homework.
- To provide other practical supports and encouragement as needed
- To encourage independence and increasing levels of responsibility for homework tasks

## HOMEWORK ALLOCATIONS

### Early Years

#### **Foundation: 10-30 minutes per weekday**

##### **English (for all students)**

- Take home English reader. Book read with parent and recorded in reading journal on the days the student is in English class.
- Spelling words
- Handwriting

##### **Chinese (for students in the bilingual program)**

- Take home Chinese reader. Book read with parent and recorded in reading journal on the day the student is in Chinese class.
- Language match and paste
- Handwriting

#### **Years 1 and 2: 10-30 minutes per weekday**

##### **English (for all students)**

- Take home English reader. Book to be read with parent and recorded in
- reading journal: 5 books to be taken home on a Monday and returned the

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- following Monday
  - o Mathematics-assigned tasks
  - o Spelling word

## **Chinese (for students in the bilingual program)**

- Take home Chinese reader. Book read with parent and recorded in reading journal
- Vocabulary and sentence practice worksheet

## **Middle Years**

### **Years 3 and 4: 30-40 minutes per weekday**

#### **English (for all students)**

- **Up to 30 minutes** of assigned English reading to be recorded in reading journal
- Spelling words and spelling grid
- Mathematics-assigned tasks

#### **Chinese (for students in the bilingual program)**

- Up to 30 minutes of assigned Chinese reading to be recorded in home reader
- Vocabulary and sentence practise worksheet

## **Senior Years**

### **Years 5 and 6: 40-50 minutes per weekday**

#### **English (for all students)**

- **Up to 30 minutes** of assigned English reading to be recorded in diary
- Practise of spelling words and vocabulary from class-recorded in homework book
- Mathematics –assigned tasks
- Completion of unfinished classwork

#### **Chinese (for students in the bilingual program)**

- Up to 30 minutes of assigned Chinese reading to be recorded in diary
- Vocabulary and sentence practice worksheet

## **SUPPORT FOR STUDENTS AND PARENTS/CARERS**

Richmond West 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 is spending a long period of time completing their homework, we encourage parents/carers to speak to their child's 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 communications platform (COMPASS)
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs

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- Discussed at parent information sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

## FURTHER INFORMATION AND RESOURCES

The Department's Policy and Advisory Library (PAL):

- [Homework – Department Policy](#)

## POLICY REVIEW AND APPROVAL

This policy will be reviewed as part of the school's review cycle, and/or if guidelines change.

Students', teachers' and parents' perspective on homework practice from the most recent staff, parent opinion and student opinion surveys will be considered when evaluating this policy:

|                            |                                     |
|----------------------------|-------------------------------------|
| Policy last reviewed       | February 2022                       |
| Approved by                | Principal                           |
| Consultation               | Noting at school council March 2022 |
| Next scheduled review date | February 2026                       |