

Sacred Heart School Homework Procedure



1. PURPOSE

The purpose of this procedure is to describe Sacred Heart School's approach to the setting and monitoring of homework for students.

2. RESPONSIBILITIES

2.2 Roles and responsibilities

Role	Responsibilities
Principal	<ul style="list-style-type: none"> Ensure students, parents and guardians are made aware of the school's homework policy and procedures. Distribute the homework policy to staff, students, and parents and caregivers. Ensure the homework policy is effectively implemented.
Teachers (including specialist teachers)	<ul style="list-style-type: none"> Clearly articulate the expectations and components of homework for that year level e.g., information evenings, Parent/Teacher interviews, and correspondence home. Provide feedback to students about homework and monitor work for difficulties. Provide suitable and achievable homework tasks for all students. Standard tasks may be modified for differentiation purposes. If online homework is to be set, the teacher will consider and consult with parents regarding access to devices and access to the internet.
Parents, Carers and Guardians	<ul style="list-style-type: none"> Establish routines for homework like: <ul style="list-style-type: none"> setting a time to complete homework finding a space that is free of distractions Help your child/ren by: <ul style="list-style-type: none"> encouraging them to take responsibility for their learning and time management supporting them to complete tasks by discussing key questions and directing them to helpful and appropriate resources participating with them in online learning forums reading and playing games with them involving them in tasks; including shopping and cooking encouraging them to read Communicate any difficulties with homework completion/understanding with the classroom teacher.
Students	<ul style="list-style-type: none"> Complete homework tasks as requested by the class teacher. Where homework is not completed, present written note/email from parent to the teacher.

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3. PROCEDURE

Homework should:

- Support the development of the student's independence as a learner and not be dependent on parental support.
- Should not cause distress to students or families.
- Be age-appropriate and gradually increase in the level of complexity.
- Provide range and balance across learning areas where possible.
- Be consistently applied, monitored and assessed so that it responds to individual student needs.
- Be clearly communicated to students through written instructions.
- Reflects the classroom program.

Recommended Time Allocations

The Queensland Government has set out guidelines for homework, including the amount of time students should spend on homework each week. The policy recommends the following maximum homework minutes per week:

Year Level	Hours per week / Monday to Friday
Prep	Generally, students will not be set homework other than daily reading / 15mins per day
Years 1, 2 and 3	Up to but generally not more than 1 and a half hours per week / 20 mins per day
Years 4 to 5	Up to but generally not more than 2-3 hours per week / 25 mins to 35 mins per day
Year 6	Up to but generally not more than 3-4 hours per week / 35 mins to 45 mins per day

Homework distribution and collection times are to be negotiated by individual teachers and may vary across year levels. These variances may consider the age of students and family commitments across the course of the school week.

Depending on the age of the students and the task, homework may be set daily or weekly and include:

- Reading – daily or several times a week
- Word Work (may include spelling, phonics, sight words)
- Number Facts

Homework is most effective when it:

- is clearly related to class work
- is appropriate to particular years of schooling
- is varied and differentiated to individual learning needs
- consolidates, revises and/or applies students' classroom learning
- develops students' independence as learners through extension activities such as investigating, researching, writing, designing and making
- assists students to prepare for upcoming classroom learning, such as collecting relevant materials and information, completing surveys and audits

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How can parents further assist their children with their homework?

- An environment clear of distractions and routine is an essential factor in building your child's capacity in becoming an independent learner.
- Where possible, try to establish a predictable routine to complete homework.
- Encourage children to work reasonably quickly and efficiently. Do not let children work beyond the maximum time limits.
- When helping, keep your explanations simple and practical.
- If a task cannot be satisfactorily completed in the set time, stop your child from working, sign the homework book (if applicable) and make contact with your child's teacher.

4. PERFORMANCE

This procedure will be monitored as required or every four (4 years).