



FRANKSTON HIGH SCHOOL

HOMework/HOME STUDY POLICY

Approved September 2019

POLICIES AND PROCEDURES

Home study refers to work done by students out of regular timetabled class time. It includes set homework, as well as revision, research and regular reading. It is an important component of the teaching and learning process as it can provide the opportunity for reinforcement, remediation, extension and enrichment. It can also provide a structure which allows students to work independently and develop organised study habits for revision and preparation for assessment. The provision of a co-ordinated homework program at each level can also provide a means for enhancing learning by establishing a partnership between parents, teachers and students.

OBJECTIVES

- To provide a consistent and co-ordinated program at all year levels and within each subject area.
- To provide students with the opportunity to enhance their skills in relation to note taking, study habits, time management, organisation and self-discipline.
- To encourage students to develop the ability to work independently and to accept responsibility for their own learning.
- To provide an opportunity for parents to have a partnership in the learning process of their child.

IMPLEMENTATION GUIDELINES

- Homework should be appropriate to the individual student's skill level and age. It should be purposeful, meaningful and relevant.
- Department Heads should ensure that course descriptions include major tasks that will necessitate homework including submission dates. A copy of this should be given to every student.
- Home study may take the form of assignments, project work, and other unfinished work, research and prescribed reading. Home study would include preparation for tests, reading, further research and other work study.
- Teachers should provide students with clear guidelines for projects indicating **what** is to be submitted (length, format, detail, presentation), the criteria for assessment and the date due.
- Teachers must ensure that resources are available for effective completion of any assignment or project. Guidelines for gaining such resources would normally be given to students on the assignment / project sheet.
- It is appropriate that the teacher allocate some class time for assignment and project work.
- As a guide the following time allocations are considered to be appropriate for each level per week:
- Years 7 & 8 4 – 8 hours
- Years 9 & 10 8 – 14 hours
- Years 11 & 12 14 – 22 hours
- Major tasks should not be set at the weekend or over the school holidays. VCE students should be expected to complete work during weekends and holidays.
- Year Level Co-ordinators will monitor the amount of homework at that level and address problems which might arise.

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.

Year 7-10 Teachers

- Should ensure that students use their diary to record homework requirements.
- At least one week's notice should be given for major pieces of homework to be submitted. Students will be encouraged to plan their time so as to avoid significant homework commitments during weekends and holidays.
- Minor pieces of homework, e.g. due next day, should fall within the parameters of
- Year 7 – 8: up to 15 minutes in a subject
- Year 9 - 10: up to 30 minutes in a subject
- Students should be reminded that they could attend Homework Club to get assistance with tasks.
- Work that is to be completed and submitted by a due date will incur a 10% or one grade per day penalty if late (to a maximum 50% penalty). Submission of extremely late work of a passable standard, will still receive an "NA" and a comment explaining that the work was submitted late should be included on the report. (It is expected that teachers will make allowance in cases where legitimate difficulties have arisen and students may receive an "NA" in this case with an accompanying comment about why the work was not attempted). If the work is not submitted at all when the student has had an opportunity to do so they will receive an "NS" (not submitted).
- The suggested steps teachers should follow when work is late:
 - Message parents using Compass
 - Telephone call
 - Detention
 - Inform year level co-ordinators
- Students must be provided with a second opportunity to successfully complete assessment tasks. This is referred to as redemption. The conditions of redemption should be up to the teacher but very late work can be submitted until the determined date for submission of work. There is no obligation on the teacher to grade the work only to ascertain whether it is of a pass standard. The teacher will inform the student of the conditions under which redemption will occur. This may involve:
 - Allowing a student to resubmit a piece of work that was not of satisfactory standard
 - Providing an opportunity for a student to complete work
 - The student completing 'part of' or 'all of' the task under teacher supervision
 - Completing an alternative task
 - Verbally demonstrating to the teacher an understanding of the work completed

Year 11 - 12 Teachers

- Subject teachers will communicate with parents when tasks associated with learning outcomes are late using the appropriate senior school proformas.
- Late assessment tasks will receive an "NA" (not assessed) unless the student has followed the stated procedures regarding absences and has been granted special provision.

Students

- Should be aware of the school's homework policy.
- Discuss with their parents/carers homework expectations.
- Accept responsibility for the completion of homework tasks within set time frames.
- Follow up on comments made by teachers.
- Seek assistance when difficulties arise.
- Organise their time to manage home obligations, participation in physical activity and sports, recreational and cultural activities and part-time employment.

PARENTS/CARERS

- It is expected that parents/carers will support their children by developing a positive and productive approach to homework.
- Ensuring there is a balance between the time spent on homework and recreational activities.
- Talking to teachers about any concerns they have about the homework.
- Ensuring students keep a homework diary.
- Ensuring there is a quiet study area for students to complete their homework tasks.

SUPPORT FOR STUDENTS, PARENTS AND CARERS

Teachers at Frankston High School understand that students have different learning styles and interests and may approach learning activities and homework differently. If parents/carers are concerned that their child may not understand the homework tasks that have been set for him or her or is spending a long period of time completing their homework, we encourage them to speak to their teachers and Year level Coordinators.

Students who may benefit from support completing their homework tasks are encouraged to attend Homework Club in the Junior Resource Centre.

FURTHER INFORMATION AND RESOURCES

School Policy and Advisory Guide:

- [Homework Guidelines](#)
- [Homework Expectations](#)