



Related Policies

CECG Assessment
CECG Homework
CECG Reporting Accountabilities
SFX Assessment
SFX Curriculum

Purpose

Homework links school and home as places of learning. It refers to the activities assigned by teachers to be completed by students outside of school hours. Homework is focused on learning and provides students with opportunities to prepare for, consolidate and extend their skills and knowledge.

Policy

Homework is part of the curriculum at Saint Francis Xavier College (SFX). The College expectation is that all students will complete assigned homework. It is not compulsory that all courses set homework each week.

Homework must be purposeful and relate to student learning.

This policy supports teachers to allocate homework which:

- promotes student learning
- is appropriate for each student's age and ability
- supports a balance between school and other commitments including family time, sport and work
- considers access to resources to ensure that no student is disadvantaged

Definitions

Homework may take many forms. These include, but are not limited to:

- **Preparation for learning:** activities which engage students in investigation and discussion. Examples include shared reading, measuring ingredients, watching targeted programs and completing preliminary research.
- **Consolidation of learning:** activities which allow students the opportunity to practice new skills and remember new concepts. Examples include researching use of learned concepts in the real world and constructing texts.
- **Completion of Tasks:** students may be asked to finish off class work not completed in allocated class time.
- **Extension of learning:** activities which allow students to apply their learning to new and expanded contexts. Examples include research and project work.
- **Assignments:** tasks that are used to assess students learning and may include some or all of the above.

Procedures

Roles and Responsibilities

Teachers

Teachers will assist students by:

- giving guidance in establishing good study habits
- planning and assigning homework adapted to the learning needs of students
- all new or difficult work requiring teaching assistance will be reserved for classroom instruction
- keeping homework relevant to students' needs and to the classroom program



- contacting parents when students consistently do not complete homework (notification via email or MOLE notification)
- discuss the timing of assessment with students to assist students with time management
- making appropriate adjustments to homework expectations for students on Personalised Plans

Parents

Parents can assist with homework by:

- showing an active interest in the homework to be done
- providing a suitable place for students to do their homework
- helping students with time management to enable them to meet deadlines
- limiting assistance with homework to guiding, aiding, reviewing, listening to reading and recitation and answering specific questions
- encouraging students to engage in regular reading for pleasure
- contacting the teacher if the student continually reports that they have no homework
- communicating with the teacher if the student is having difficulty completing homework

Students

Students are expected to:

- complete assigned homework
- plan and manage assessment to meet deadlines
- return the homework to school and the teacher when asked to do so
- seek help from the teacher when needed
- be accountable for their actions regarding the completion of homework
- maximise class time given to complete tasks and/or assessment to avoid excessive homework.

Support for Teachers and Students

Lunch Time Catch Ups

Teachers will regularly check homework and will assist students where necessary. Individual subject teachers may detain students at recess or lunchtime to allow students to catch up on missed homework or work not completed in class and receive assistance from the teacher.

Students who do not meet homework and assessment deadlines can be asked to complete the task at lunchtime. Work completed during this time may be used to provide a grade for the assessment item.

Teachers will email parents and record missed homework using MOLE to inform parents of the incomplete work and the issue of the catch up. An attachment to the email will have the details of the task or assessment that was not submitted on time.

If homework is related to assessment and is not handed in by the due date without an acceptable reason, a **non-submission** will be awarded, and this will affect the overall course result.

Resource Centre

The Resource Centre (RC) is open Monday to Thursday: 8.10am – 4pm and Friday: 8.10am – 3:15pm. During this time Maths Tutoring and Homework Heroes are run to provide students with extra support.

Resources and assistance are provided to all students. The RC opens both before and after school. It remains open at recess and first lunch for seniors, and at second lunch for juniors. Students are encouraged to make use of the RC after school to help balance their home/school life. Teacher Librarians are available to assist students with their research needs and assessment tasks.

Assistance is available to students having difficulty developing a program of independent work and study skills. The Year Coordinator and the student's Pastoral Leader may organise a meeting with parents and the student to discuss assistance that can be provided.



Guidelines

Please see **SFX Teaching and Learning Procedure Manual** for further details

Information

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