



## Home Work and Home Study Policy

### **Rationale:**

Homework and home study at Mentone Girls' Secondary College is an essential part of the school program and is intended to reinforce and extend learning initiated in the classroom.

### **Aims:**

Completion of routine homework can motivate students to develop good work habits, while increasing the awareness that learning can take place outside the classroom.

### **Implementation:**

The guidelines below indicate how students, parents and teachers all have a responsibility for successful homework programs.

DET policy discourages mid-term holidays. Prior to holidays, students are to negotiate tasks, such as keeping a written diary, blog or photographic journal, with their teachers.

The Mentone Girls' Secondary College Homework and Home Study Policy has been developed with reference to the 'DET Homework Guidelines':

<http://www.education.vic.gov.au/school/principals/spag/curriculum/pages/guidelines.aspx>

### **HOMEWORK/STUDY POLICY GUIDELINES FOR STUDENTS**

- There are different time expectations for different year levels. As a guide:
  - Year 7 – 1 hour per week day
  - Year 8 – 1.5 hours per week day
  - Year 9 – 2 hours per week day
  - Year 10 – 2.5 hours per week day
  - Year 11 and 12 – 3 hours per week day
- Students are expected to do some homework/study/revision each night.
- Use your diary every day to record homework.
- Complete homework as required and hand it in on time.
- Keep in regular contact with your teachers. Request assistance when it is required or negotiate due dates (including requests for extensions on reasonable grounds).
- If you are absent from school, contact your teacher regarding the work that you have missed and discuss what work you need to complete.
- Request the extension or the support work if you require it.
- If you have no specific homework, revision of your work or wide reading is expected.
- Student/class representatives should approach teachers to negotiate due dates and workload when appropriate (Year 7 -10).

### **HOMEWORK/STUDY POLICY GUIDELINES FOR PARENTS**

- Check your daughter's student diary each night. Discuss strategies and pacing for homework completion with other non-school commitments.

- Assist your daughter in developing a consistent after school routine which includes time for other activities.
- Providing an environment at home that is conducive to homework and study away from distractions.
- Assist students to prioritize tasks, including work missed due to absences.
- Encourage your daughter to read for at least 30 minutes each night before bedtime.
- Identify and discuss issues of stress, failure to complete or management of time with your daughter – contact their Student Manager if problems cannot be resolved.
- Homework will not be set specifically for school holidays (except in VCE studies), although wide reading is encouraged.
- Encourage authentic, ‘real-life’ immersion in learning experiences, such as trips to art galleries and museums, watching science based films etc...

#### **HOMEWORK/STUDY POLICY GUIDELINES FOR TEACHERS**

- Homework should be set within reasonable timeframes.
- Demonstrate flexibility in times of exam periods and with other large assessment tasks (e.g. Year 9 City Project).
- Coordination across and within the Domains should occur, with a task planner to be developed for each year level for easy access.
- Teachers should check with Form Captains (Year 7 – 10) to ensure that the due date is suitable and that the workload is spread out.
- Subject and Personal Learning teachers should embed study and referencing skills into their teaching and learning programs.
- Teachers need to check completion of homework and provide feedback on homework tasks.
- No holiday homework is to be set for Junior School students, except for wide reading. Holiday homework for Middle School students should be minimized, unless studying a VCE subject in Year 10.
- No homework should be set for the Year 7 students in the first four weeks on term 1, except in A.L.L. (English and Humanities) and Mathematics – homework should be kept to a minimum in these subjects.
- Be open to negotiation and be aware of students’ commitments outside of school – an expectation of homework being completed overnight should be avoided.
- Develop differentiated homework tasks for students who require either extension or support.

#### **Evaluation:**

This policy will be reviewed every two years by the Curriculum Committee