

## INTRODUCTION

Homework is a valuable part of education. It allows students to practice, extend and consolidate work completed in class. This is in line with Cognitive Load Theory which underpins the research behind St John's Regional College's Learning Vision. It also provides students with opportunities to develop planning and time management skills and in using information resources. Homework provides opportunities to strengthen the partnership between the school and home. It also provides parents/guardians with insights into what is being taught at school. Homework expectations are also included in the student planner distributed at the beginning of the academic year. If students do not complete their homework it will be followed up with parents/guardians. Homework has a positive effect on learning and is an important part of reinforcing the concepts introduced during class, it also plays a significant role in building work ethic, self-discipline and responsibility.

## PURPOSE

The purpose of our homework policy is to support learning by reinforcing and extending the skills and knowledge taught in the classroom. Homework is designed to encourage independent study, responsibility, and time management.

## SCOPE

This policy applies to:

- Students
- Subject Teachers
- Learning Mentors
- Parents/Guardians

## ROLES AND RESPONSIBILITIES

### STUDENTS ARE REQUIRED TO:

- Accept responsibility for recording homework in the planner and completing it within set timeframes
- Be aware of the College Homework Policy
- Record subject, due date, and any pertinent information including a description of homework tasks in their Planner before leaving the classroom at end of each period
- Seek early assistance from teachers when difficulties arise including if homework amount set is too great
- Organise their time to ensure tasks are completed by due dates to a high standard, including allowing adequate time for personal and family life
- Be aware of the Academic Honesty Policy and ensure that work submitted is their own work
- Submit work electronically or immediately after return to school in the event of absence due to illness unless negotiated with teacher for an extension
- Discuss homework with parents/guardians
- Request parent signature in the College Planner on a weekly basis
- Bring planner to Homeroom each day to enable Learning Mentors for checking

## TEACHERS ARE EXPECTED TO:

- Set homework that will assist student learning and skill development and is appropriate for independent home study
- Set regular homework in line with year level/subject time allocation
- Provide opportunities for differentiated homework where feasible
- Place homework information including due date on SEQTA and release details
- Write or project homework on the classroom whiteboard
- Spot check student planners to ensure homework has been entered
- Check homework on or near the due date and record details in SEQTA
- Encourage student persistence to complete homework and communicate with parents/guardians and school stakeholders in instances of non-completion or poor quality completion
- Avoid setting homework due the next day wherever practical to allow students to develop time management skills

## LEARNING MENTORS ARE EXPECTED TO:

- Check planners on a regular basis (typically weekly) to ensure homework is recorded adequately and parents/guardians are acknowledging completion
- Assist students in developing habits related to homework
- Discuss homework on a regular basis (typically once per term) with all students
- Notify parents/guardians where planners are not being used as expected
- Notify House Leaders where significant concerns arise

## PARENTS ARE ENCOURAGED TO:

- Ensure students have a suitable and visible space to complete homework
- Assist students in balancing time between family, homework and recreational activities
- Oversee use of regular time to complete homework and revision activities
- Check College Planner to see whether homework has been set
- Review homework with their child and sign the College Planner on an at least weekly basis
- Raise with teachers any concerns that they may have about homework
- Assist students in developing a positive approach to homework and its long-term benefits
- Review SEQTA Engage to track academic progress including both results and attitudes to homework and study

## DEFINITIONS

**HOMEWORK** - tasks assigned to students by teachers to be carried out during non-school hours. These tasks vary according to Year Level and purpose such as:

- Development of a study routine out of school
- Revision of subject skills and content to transfer it to short and long term memory
- Preparation for upcoming classes

**STUDY** - additional work undertaken by the student not specifically set by a teacher to assist with academic growth. This may include: revision, additional reading, flash cards, practicing skills, pre-reading materials (either suggested by the teacher or through own interest), online resources.

**FORMATIVE ASSESSMENT** - Provides evidence of student learning that is interpreted, and used by teachers and learners, to make decisions about the next steps in learning.

**SUMMATIVE ASSESSMENT** - Provides evidence of student learning that allows teachers to evaluate student achievement, against specified criteria, within a topic, unit or subject and is generally completed at the end of the unit.

## SUPPORT

This section outlines various resources available to help students succeed with their homework, including open communication with teachers, and Learning Mentors and parent/guardian, and access to additional academic programs such as tutoring and catch-up days.

## COMMUNICATION WITH TEACHERS

Students are encouraged to maintain open dialogue with their teachers regarding homework, classwork or assessment tasks. Regular communication ensures that students can seek clarification on tasks, request additional support and address any academic challenges promptly. Additionally, students can approach their Learning Mentor, who can communicate with a subject teacher on their behalf or provide further guidance on managing workload, developing study skills and setting academic goals.

## TUTORING

St John's Regional College offers a free after-school tutoring program for all year levels. Students can receive help with homework in various subjects from Monday to Thursday, 3:30 PM to 5:00 PM on campus in the CLC, no appointment is necessary. For more information, please visit the College website.

## CATCH-UP DAY

Students who do not complete their homework, classwork or assessments may be nominated by their teachers to attend a catch-up day. These days are scheduled during student-free days and are specifically set aside for completing incomplete, unsatisfactory or non-submitted work. Attendance is mandatory.

## PROCESSES

### TIME ALLOCATED TO HOMEWORK

Below are suggested minimum guideline times expected for students to complete homework:

YEAR LEVEL	TIME PER WEEKNIGHT	TIME PER WEEKEND	TERM BREAK
Year 7	1-1.5 hours	1-2 hours	1-3 hours
Year 8	1.5- 2 hours	1-2 hours	3-5 hours
Year 9	2-2.5 hours	2-3 hours	5-7 hours
Year 10	2.5-3 hours	2-3 hours	7-14 hours
Year 11	3-3.5 hours	3-4 hours	14-24 hours
Year 12	3.5- 4 hours	4-5 hours	25 hours

## FLOWCHART OF NON-SUBMISSION OF HOMEWORK



### INCOMPLETE HOMEWORK PROCESS

**STAGE 1** - Student fails to complete homework.  
Reminder and conversation between student and subject teacher.



**STAGE 2** - Homework Pastoral Care Note on SEQTA.  
Teacher issues a pastoral care note on SEQTA the Learning Mentor, House Leader and parent/guardian are notified.



**STAGE 3** - Issue BSC or SAAS (Year 11-12).

Student continually fails to complete homework

**STAGE 4** - Incomplete Tasks Catch Up.



**STAGE 5 - Meeting with Parent/Guardians and Student**  
House Leader/ Learning Area Leader/  
Junior or VCE Programs Leader/ DP - Learning & Teaching

### RELATED POLICIES AND RESOURCES

- Academic Honesty Policy

### POLICY INFORMATION TABLE

<b>POLICY OWNER</b>	Deputy Principal Learning Teaching
<b>APPROVING AUTHORITY</b>	Leadership Team
<b>APPROVAL DATE</b>	October 2024
<b>DATE OF NEXT REVIEW</b>	October 2025
<b>PUBLICATION DETAILS</b>	Student Planner College Newsletter College Website