



## **Related Policies**

St. Clare's College Assessment Policy

CE Homework Policy

## **Rationale**

At St Clare's College we value homework as an integral part of the teaching-learning process. It allows for students to reinforce what they have learnt in class and to extend their knowledge and understanding. Homework develops a range of skills including identifying and using information sources. Through regular homework, students establish study habits and are required to use planning and organisational skills. Homework develops a link between home and school and provides parents with an insight into what is being taught in the classroom. Homework allows for the practising, extending and consolidating of work done in class and it challenges gifted and talented students to explore open-ended tasks.

This Homework Policy has been devised using the feedback obtained from parent and staff input.

## **Policy**

St Clare's College adheres to the Catholic Education Archdiocese of Canberra and Goulburn's Homework Policy. This policy can be accessed via the following link.

<https://intranet.cg.catholic.edu.au/formandpolicies/Lists/Policies%202015/DispForm.aspx?ID=90&RootFolder=%2Fformandpolicies%2FLists%2FPolicies%202015&Source=https%3A%2F%2Fintranet.cg.catholic.edu.au%2Fformandpolicies%2FPages%2Fpolicies.aspx>

## **Procedures**

Students are expected to spend some time each night completing homework. In addition to completing set work, they should spend time revising work taught that day and doing further reading. Assignment work should be planned and spaced over the time allowed.

Below are the recommended number of hours per day out of school hours that students should spend on private study and homework. However, due to the varying rates at which individual students are able to complete work, these figures are suggested as a guide only.

Years 7-8	1-1.5 hours per night
Years 9-10	2 hours per night
Years 11-12	3 hours per night

## **Student Organiser and Assessment Planning Exercise**

All students are issued with a St. Clare's College Student Organiser. At the beginning of each semester, students plot the due dates of all their assessment tasks into their Student Organisers. Time is devoted to this 'Assessment Planning Exercise' in Pastoral Care class within the first few weeks of a new semester. Following this exercise, PC Leaders, Year Coordinators and the Assistant Principal Curriculum and Assessment monitor the homework load on students and address any issues that arise.



### **Homework Timetable**

Students are encouraged to draw up a homework timetable, taking into consideration their out of school commitments. They should plan and schedule time to achieve a balance in all parts of their lives. The skill is to develop a concrete plan for home, school and work. Planning ahead and applying time management strategies will result in getting the maximum value for the time available and still allow time for extra-curricular or social activities.

The right conditions for home study include a well-lit desk or table away from distractions such as a TV, the Internet and Social Media.

### **Students can help themselves by:**

- Recording all homework, assignments and test dates accurately in their Student Organiser
- Having a regular timetable for home study
- Avoiding distractions while doing homework
- Prioritising their work, beginning with the most pressing or crucial tasks
- Spending more time on those areas which require improvement
- Asking their teacher, parent or carer about any problem that they encountered while doing their homework
- Allowing time to review work two to three days before a test.

### **Teachers can help students by:**

- Clearly indicating the purpose of the homework and directing students to enter homework details into their Student Organisers
- Keeping accurate records of homework set and completed
- Following up with parents of students who are not completing homework on a regular basis
- Ensuring there are adequate resources available and submitting a copy of assignments to the Librarian
- Setting varied, challenging and meaningful tasks related to class work that are appropriate to the students' learning needs and the outcomes of the unit being taught
- Giving students enough time to complete homework, taking into account students' home obligations and extra-curricular activities
- Not setting large amounts of homework once a major assignment has been issued in their subject
- Not setting assignment due dates for Years 7-10 students in the first week back in a new Term



- Not setting tests for student in Years 7-10 in periods 5 or 6 on any day. This would not apply to oral presentations
- Helping students develop the organisational and time-management skills needed for them to be responsible for their own learning
- Teaching students the skills of information-gathering and analysis.

**Parents can help their daughters by:**

- Encouraging them to take responsibility for their learning and organisation
- Providing a suitable place for them to complete their homework
- Showing an active interest in their work, encouraging them and helping where possible
- Regularly inspecting their organisers to see what they are supposed to be doing for homework.
- Contacting the relevant teacher to discuss any problems their daughters are having with homework.

<b>Approved by:</b>	Executive
<b>Implementation date:</b>	
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<b>St Clare's Contact Officer</b>	Assistant Principal Curriculum and Assessment