

BELRIDGE SECONDARY COLLEGE



HOMEWORK POLICY

The purpose of this document is to outline the school's homework policy, with respect to the school's responsibilities, the students' responsibilities and how parents can assist students in meeting these responsibilities.

People forget around ninety percent (90%) of what they learn within the first day of learning it. Things that have been learnt tend to be remembered for much longer when they are reviewed.

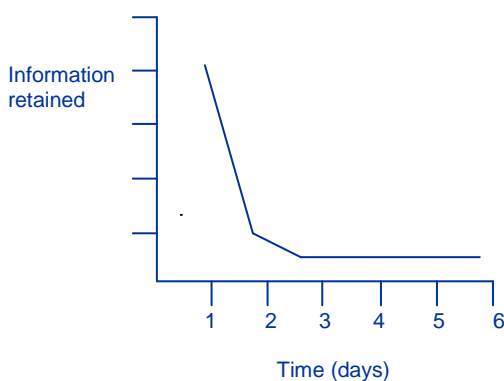
The process of reviewing each day's work (study) is a very useful student skill. It not only helps the student to remember but also leads to a better understanding of concepts.

Homework reinforces concepts taught at school. It can consist of a variety of tasks such as research assignments, reading, worksheets, problem solving and other appropriate work.

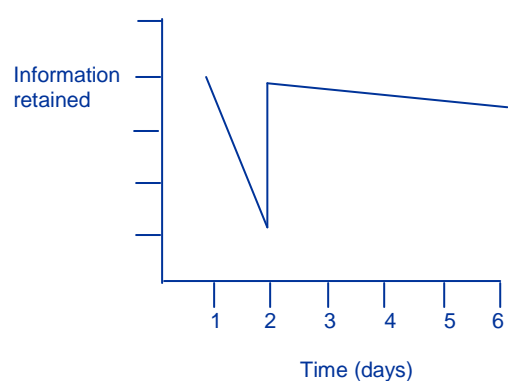
Students who wish to do well at school need to develop the self discipline to carry out regular reviews of concepts learnt at school. Doing homework tasks and having a program of regular study are a big part of the review process and should lead to effective learning.

GRAPH OF FORGETTING

A. Without review



B. With review
(little forgotten from 2 days onwards)



RECOMMENDED TIMES FOR HOMEWORK/STUDY

	YEAR	TOTAL HOURS PER WEEK	SUGGESTED TIME ALLOCATION
LOWER SECONDARY STUDENTS	7 8 9 10	5 5 to 7½ 7½ to 10 10 to 12½	1hr } 5 times 1 to 1½ hrs } 5 times 1½ to 2 hrs } a week 2 to 2½ hrs } or equivalent
UPPER SCHOOL STUDENTS	11	15 to 17½	2 to 3½ hrs - 5 times a week or equivalent
TERTIARY ENTRANCE STUDENTS	12	17½ to 20	3½ to 4 hrs - 5 times a week or equivalent
NON-TERTIARY ENTRANCE STUDENTS	12	12½ to 15	2½ to 3 hrs - 5 times a week or equivalent

These times serve as a general guide. The varying abilities of students and the different academic demands of subjects studied will mean that some students will need to devote more time to homework/study than others.

SAMPLE HOMEWORK/STUDY TIMETABLE (Year 9 – Total 10 Hours)

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	TIME	SATURDAY	SUNDAY
3.10pm 3.30pm	Free	Training Eg Football Netball	Free	Free	Free	11.00am		11.00 to 11.45 Homework
4.00pm	4.00 to 4.40 Homework		4.00 to 4.40 Homework	4.00 to 4.40 Homework		12.00pm		
5.00pm	4.45 to 5.25 Homework	5.00 to 5.40 Homework	4.45 to 5.25 Homework	4.45 to 5.25 Homework		1.00	1.00 to 1.40 Homework	
	5.30 to 6.10 Study	5.45 to 7.00	5.30 to 6.10 Study	5.30 to 6.00 Study		2.00	1.45 to 2.25 Study	
6.00pm		TV, Dinner, Washing up		Dinner etc		3.00		
7.00pm		7.05 to 7.30 Homework		7.05 to 7.35 Study				
8.00pm		7.35 to 8.15 Study						
	2 Hrs	1 Hr 45 Min	2 Hrs	2 Hrs 20 Min		1 Hr 20 Min	45 Min	

HINTS FOR EFFECTIVE HOME STUDY

- 1) Have a desk or table in a place where you will not be interrupted.
- 2) Use a comfortable chair.
- 3) Have good lighting.
- 4) Always do your work in the same place.
- 5) Avoid loud music or television.
- 6) Move around during breaks.
- 7) Ask for help if necessary.

STUDENT HOMEWORK

Homework and study are most effective in assisting learning and in developing sound understandings of concepts in students when the following criteria are met:-

- 1) The school has a homework policy that is clear, easily understood and well documented.
- 2) Students understand the requirements, are aware of their responsibilities and accept them.
- 3) Parents are fully informed of all aspects of the policy and are aware of specific ways in which they can help.

The essential elements making up these criteria are detailed below for the information of students and parents.

ESSENTIAL ELEMENT	THE SCHOOL'S RESPONSIBILITIES	THE STUDENT'S RESPONSIBILITIES	HOW PARENTS CAN HELP
HOMEWORK/STUDY TIMETABLE	<ul style="list-style-type: none"> ◆ Make recommendations for time to be spent by students on homework/study. ◆ Assist students in the preparation of a homework/study timetable. ◆ Assist students in developing sound study techniques. 	<ul style="list-style-type: none"> ◆ Prepare a homework/study timetable based on the school's recommendations. ◆ Work in sessions of about 40 minutes with brief breaks inbetween. ◆ Stick to the timetable. Try to make up time missed. ◆ Ask for help with planning if necessary. ◆ Find a suitable place at home for homework/study. 	<ul style="list-style-type: none"> ◆ Support the school's homework/study policy and help select a suitable place for this purpose. ◆ Encourage the preparation of a homework/study timetable that has a reasonable balance between homework/study, leisure activities, jobs around the house, part-time work and sleep. ◆ Encourage the making up of lost time.
HOMEWORK TASKS	<ul style="list-style-type: none"> ◆ Ensure that the homework tasks are clearly understood by students. ◆ Set defined dates for submission of work. ◆ Ensure that students have time in class to enter homework tasks into their diaries. ◆ Allow adequate time to complete homework. 	<ul style="list-style-type: none"> ◆ Be clear about homework tasks. Ask for clarification if necessary. ◆ Enter the tasks in homework diary. ◆ Work on the tasks over a period of time. Don't leave them until the night before they are due. 	<ul style="list-style-type: none"> ◆ Show your interest by asking about homework assigned and by looking at the diary and signing it every week. ◆ Be aware of actual time devoted to homework/study and relate this to the timetable. ◆ Discuss the matter if there is a large discrepancy and be prepared to apply consequences where necessary. ◆ Don't feel bad if you can't help all the time. Encourage asking the teacher.
ASSESSMENT OF HOMEWORK	<ul style="list-style-type: none"> ◆ Inform students about how much of the total assessment for a unit of work is allocated to homework. ◆ Keep individual student records of all homework submitted or not submitted. ◆ Indicate homework that is to be marked and homework that is simply recorded as being submitted or not submitted. 	<ul style="list-style-type: none"> ◆ Understand how much of the total assessment for the unit of work is allocated to homework. ◆ Do all homework even if it will not be marked, as doing the work will help in the understanding of concepts and improve achievement at school. ◆ Submit all homework set. ◆ Expect your grade to be affected if you do not submit homework. 	<ul style="list-style-type: none"> ◆ Encourage the completion of all homework. ◆ Be aware of the assessment structure for the various units of work, particularly with respect to homework. ◆ Encourage the making up of specific questions to ask relevant teachers.
HOMEWORK DIARIES	<ul style="list-style-type: none"> ◆ Set requirements that all students purchase a homework diary. ◆ Set requirements that all students bring diaries to all lessons and enter homework as it is allocated. ◆ Check lower school diaries for correct usage and a parent's signature. Sign the diary. ◆ Alert parents where diaries are not being used correctly. 	<ul style="list-style-type: none"> ◆ Purchase a homework diary, ◆ Bring the diary to all classes and enter all homework tasks. ◆ Show the diary to parents and ensure that it is signed each week. ◆ Keep the diary in a tidy, graffiti-free condition. ◆ Use it only for homework tasks. 	<ul style="list-style-type: none"> ◆ Ensure and encourage the proper use of a homework diary. ◆ Keep in touch with how well the diary is being used and sign it once a week. ◆ Contact the school about any concerns.
EXTENSION OF SUBMISSION DATE FOR HOMEWORK	<ul style="list-style-type: none"> ◆ Provide students with an extension in order to complete homework where a reasonable excuse is provided and accompanied by a written request for extension by a parent. 	<ul style="list-style-type: none"> ◆ Submit work on time. ◆ If, through illness or other valid reasons, work is unfinished, ask for an extension. However, the teacher needs to be seen personally and a written request for an extension is required from a parent. 	<ul style="list-style-type: none"> ◆ Provide a note requesting an extension if there is a reason. ◆ Lack of organisation is not a valid reason. The consequence of not submitting work in this case may be a good learning experience.
FAILURE TO SUBMIT HOMEWORK	<ul style="list-style-type: none"> ◆ Inform parents by letter when homework is not submitted and inform students of consequences for not submitting homework. 	<ul style="list-style-type: none"> ◆ Expect parents to receive a note from school when homework is not submitted. ◆ Expect consequences for not submitting homework. 	<ul style="list-style-type: none"> ◆ Discuss the letter and stress the importance of submitting homework and sticking to the homework/study timetable. Initiate consequences if necessary.
ASSISTANCE WITH HOMEWORK	<ul style="list-style-type: none"> ◆ Provide help for students who are having problems with homework tasks and who make reasonable requests for assistance. ◆ Arrange appointments with appropriate teachers when parents wish to discuss a student's homework. 	<ul style="list-style-type: none"> ◆ Ask for help when difficulties with homework arise. Do this well before the work is due as the teacher concerned may not have the time to help you straightaway. 	<ul style="list-style-type: none"> ◆ Encourage the asking of questions at school to seek help. ◆ Assist in the formulation of specific questions for teachers if appropriate. ◆ Arrange to see particular teachers if there is an ongoing problem.