



Craigieburn Secondary College

RESPECT RESPONSIBILITY and ACHIEVEMENT in our learning COMMUNITY

Homework

PURPOSE

The purpose of this policy is to outline to students, parents/carers and school staff Craigieburn Secondary College's expectations for homework and at-home learning.

SCOPE

This policy applies to students in all year levels and to staff responsible for setting homework.

POLICY

Craigieburn Secondary College expects students to further develop and consolidate their independent learning skills by completing homework tasks. Homework has a positive effect on learning and is an important part of reinforcing the concepts that are introduced in class. It also plays a significant role in building work ethic, self-discipline and responsibility.

Teachers at Craigieburn Secondary College recognise and value developmentally appropriate homework as it is integral to the teaching and learning process. Teachers are encouraged to exercise their discretion in assigning tasks that are appropriate for their students. Homework will be set on a regular basis, at the appropriate level, taking into consideration the age, level and capabilities of students, with care to avoid unreasonable workloads for students.

Years 7 to 9

Homework tasks at these year levels may include daily independent reading, extended classwork, projects, essays, exercises and research. Some tasks may be assigned to be completed during weekends and on the school holidays. These are suggested hours for homework. There may be certain times during the year that the study and completion of work requirements and assessment tasks may take extra time.

Year Level	Home Study Per Week
7	5-7 hours
8	5-7 hours
9	7-10 hours

Years 10 to 12

Generally, students can expect homework tasks in these year levels to increase to take into account the expected level of independence and initiative of students.

At Year 11 and Year 12, students are expected to spend an increased amount of time completing homework tasks in preparation and for preparation for VCE and VCAL.



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Year Level	Home Study Per Week
10	10-12 hours
11	12-15 hours
12	15-18 hours

Shared expectations and responsibilities

Homework is a shared responsibility between the school, teachers, students and their parents/carers. The success of the Homework Policy relies on students, parents/carers and staff ensuring that school diaries are brought to all classes. They will be used to inform both students and parents/carers of homework set. The diary is an important organisation and communication tool between the school and home.

In order to get the most out of homework tasks, it is important that everyone understands their obligations and responsibilities.

Craigieburn Secondary College will support students by:

- fostering lifelong learning and connecting families with the learning of their children, as part of a comprehensive and balanced curriculum within Victorian schools
- ensuring the school's homework policy is relevant to the needs of students
- advising parents/carers of homework expectations at the beginning of the school year and provide them with a copy of the homework policy
- ensuring students use homework diaries to provide a regular communication between parents and the school.

It is expected that teachers will:

- equip students with the skills to solve problems
- encourage real-life problem solving, logical thinking, creativity and imagination
- set varied, challenging and meaningful tasks related to class work to suit the students' learning needs and abilities
- give students enough time to complete homework, considering home obligations and extracurricular activities
- assess and monitor homework and homework completion and provide timely and practical feedback and support
- communicate the expectations of the task so students have a clear understanding and providing additional clarification where needed
- help students develop organisational and time-management skills
- post all formal tasks (including holiday homework) on the Learning Management System (LMS) and/or Compass
- develop clear consequences if homework is not completed



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- report on homework where appropriate. This includes Victorian Curriculum assessment – learning progress, GPA (Grade Point Average) assessment – completion of tasks, Semester reports – Assessment of effort, VCE Readiness
- set After School Work Sessions for major assessment tasks not submitted. For students in Years 10 – 12, if they do not complete the task in a timely manner they can also be issued with an After School Work Session
- ensure parents/carers are aware of the school's homework policy
- develop strategies and clear communication within the school to support parents/carers becoming active partners in homework
- offer a wide range of opportunities for families to engage in their children's learning.

It is expected that students will take responsibility for their own learning by:

- being aware of the school's homework policy
- discussing with their parents/carers homework expectations
- ensuring they know what homework is required of them and recording their homework including the task and due dates in their diary
- accepting responsibility for the completion of homework tasks within set time frames
- following up on comments made by teachers
- seeking assistance when difficulties arise, this includes letting their teacher know if they don't understand a set task well before the due date
- organising their time to manage home obligations, participation in physical activity and sports, recreational and cultural activities and part-time employment.

It is expected that parents/carers will support their children by:

- developing a positive and productive approach to homework
- ensuring there is a balance between the time spent on homework and recreational activities
- reading to them, talking with them and involving them in learning opportunities during everyday household routines and physical activity
- talking to teachers about any concerns they have about the homework
- attending the school events, productions or displays their child is involved in
- ensuring students keep a homework diary
- discussing homework with their child in their first language, if English is not the main language spoken at home, and linking it to previous experiences
- linking homework and other learning activities to the families' culture, history and language, linking with relevant services, clubs, associations and community
- ensuring there is a quiet study area for students to complete their homework tasks.

Support for students, parents and carers

Teachers at Craigieburn Secondary College understand that students have different learning styles and interests, and may approach learning activities and homework differently. If you are concerned that your child may not understand the homework tasks that have been set, or is spending a long period of time completing their homework, we encourage you to speak to the appropriate classroom teacher.



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Students who may benefit from support completing their homework tasks are encouraged to attend Study Hall in the school library on Monday and Thursday afternoons between 3:30 and 4.30pm.

Implementation Guidelines

College staff should refer to the Implementation Guidelines.

We have a whole school approach to communicating the homework policy to students and their parents/guardians at all information nights. The homework policy will also be included in the school diary and handbooks (2015 and beyond). It will also be communicated home via the Newsletter, LMS and/or the Family Partnership Framework.

Homework completion and study habits will be communicated through the Step Up program for years 8 to 9, Orientation for years 10 to 11 and the 'Ready to Learn' program for year 7 at the beginning of the year.

Dedicated time will be given to develop time management skills and a study timetable during the Ready to Learn Program across years 7, 8 and 9.

Within each subject, at the start of each term, teachers will help students set individual goals. The intention will be that subject teachers will provide a planner of classwork and homework to the students.

FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide:
 - [Homework Guidelines](#)
 - [Homework Expectations](#)

REVIEW CYCLE AND EVALUATION

This policy was last reviewed on 19/10/2020 and is scheduled for review in October 2024.