**Help for non-English speakers**

If you need help to understand the information in this policy please contact Toolamba P.S [toolamba.ps@education.vic.gov.au](mailto:toolamba.ps@education.vic.gov.au)

## Purpose

To outline to our school community the Department’s and Toolamba Primary School’s policy requirements relating to homework.

## Scope

This policy applies to students in all year levels and staff responsible for setting and monitoring homework at Toolamba Primary School

## RATIONALE

Toolamba Primary School has developed this Homework Policy in consultation with the School Council to support student learning and wellbeing by:

* providing opportunities for students to review, revise and reinforce newly acquired skills
* providing opportunities for students to apply new knowledge
* providing opportunities for students to prepare for future lessons
* encouraging students to enrich or extend knowledge individually, collectively and imaginatively
* fostering good lifelong learning and study habits
* supporting learning partnerships with parents/carers.

**Definitions**

**Homework** is tasks assigned to students by teachers that are meant to be carried out during non-school hours.

## POLICY

At Toolamba Primary School all homework set by teachers will be:

* purposeful
* curriculum-aligned
* appropriate to students’ skill level and age
* designed to help students develop as independent learners
* monitored by the teacher
* where appropriate, provide opportunities for parents/carers to partner in their child’s learning.

The types of homework that teachers at Toolamba Primary School will include are:

* completing consolidation exercises for mathematics
* completing science investigation exercises
* making or designing an artwork
* practising and playing musical instruments
* practising spelling words
* practising sports skills
* reading background material for a subject
* reading English texts prior to class discussion
* reading for pleasure
* researching topics associated with set class work
* revising/preparing for tests
* applying new skills to home context such as:
  + planning and cooking food, including following a recipe
  + helping to plan a day trip or holiday, including timings, directions and costs
  + growing plants
  + reviewing their favourite film or book
  + writing a diary entry
* engaging with parents in learning activities such as:
  + rehearsing a presentation with parent/carers, and seeking their feedback
  + interviewing a family member as part of a research project.

## Shared expectations and responsibilities

Homework is a shared responsibility between the school, teachers, students and their parents/carers. In order to get the most out of homework tasks, it is important that everyone understands their obligations and responsibilities.

Responsibilities and expectations for **leaders at** **Toolamba Primary School** are to:

* advise teachers, students and parents/carers of homework expectations at the beginning of the school year and provide them with access to the homework policy.

Responsibilities and expectations for **teachers at Toolamba Primary School** are to:

* set homework that is curriculum-aligned and appropriate to the student’s skill level and age
* ensure homework tasks are purposeful – this means they are deliberately designed and planned to support student learning (so, they are not ‘busy work’ or where students ‘finish off’ work they did/could not complete in class)
* assess homework and provide timely and practical feedback
* ensure the amount of homework set supports a student to engage with a range of recreational, family and cultural activities outside of school hours
* offer opportunities for families to engage in their children’s learning.

Responsibilities and expectations for **students** are:

* being aware of the school’s homework policy
* discussing homework expectations with their parents/carers
* accepting responsibility for the completion of homework tasks within set time frames
* following up on comments made by teachers
* seeking assistance when difficulties arise
* organising their time to manage home obligations, participation in physical activity and sports, recreational and cultural activities and part-time employment (for older students).

Responsibilities and expectations for **parents/carers** are:

* ensuring there is a balance between the time spent on homework and recreational, family and cultural activities
* talking to teachers about any concerns they have about the homework
* discussing homework with their child in their first language, if English is not the main language spoken at home,
* in dialogue, linking homework to:
  + previous experiences the child and/or parent/carer may have had
  + family culture(s), history(ies) and language(s)
  + relevant services, clubs, associations and community.
* ensuring there is a quiet study area for their child to complete homework.

## SUPPORT for students and parents/carerS

Toolamba Primary School understands that students have different learning strengths, preferences and interests and may approach learning activities and homework differently. If parents/carers are concerned their child may not understand the homework tasks that have been set or is spending a long period of time completing their homework, we encourage parents/carers to speak to their child’s teacher.

**COMMUNICATION**

This policy will be communicated to our school community in the following ways:

* Included in staff induction processes and staff training
* Available publicly on our school’s website.
* Included in staff handbook/manual
* Reminders in our school newsletter
* Discussed at annual staff briefings/meetings
* Discussed at parent information nights/sessions
* Discussed at student forums
* Hard copy available from school administration upon request

**Related policies and resources**

* [Homework – Department Policy](https://www2.education.vic.gov.au/pal/homework/policy)

**POLICY REVIEW AND APPROVAL**

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| Policy last reviewed | November 2022 |
| Approved by | Principal |
| Next scheduled review date | November 2026 |