



## MATER DEI COLLEGE Homework and Study Policy

**Originally released: 2017**  
**Latest date for review: 2020**

### 1. Rationale

Homework and study are integral parts of the academic program of the College. Learning can be enhanced when students are provided new opportunities to review, reinforce and apply what is learned at school, and homework and study are ways of achieving this outcome.

### 2. Definitions

Homework refers to any task assigned by teachers intended for students to carry out during non-school hours designed to meet specific learning goals. Examples of homework may include: completion of work started in class; preparatory work for the next lesson such as pre-reading, previewing or note-making; practising a skill; and work on research assignments and projects. In most cases, homework is set in one lesson by the class teacher and is expected to be completed by students by the next lesson.

Study involves students engaging in the revision of past work completed in a specific course or unit of work. Examples of study may include: learning information; practising a skill; applying techniques learned to new situations; and completing sample test or examination questions. Study is not always specifically set by class teachers. Rather, it is an expectation that all students engage in study for each of their classes on a regular basis.

### 3. Scope

This policy applies to all Year 7-12 students. The support and encouragement offered by parents is an important element of the success of the College's academic program.

### 4. Principles

Assigned homework should be:

- Purposeful i.e. linked to a specific learning intention and clearly stated success criteria.
- Relevant to each student's needs, and appropriate to age and ability.
- Varied and challenging, but achievable, and supported by teacher strategies for students having difficulties.
- Manageable in the recommended timeframe, and considerate of after-school commitments including sport, cultural activities, part-time employment and home responsibilities.
- Considerate of students' access to resources and technology beyond school.
- Considerate of different student circumstances and allow some flexibility.
- Clearly communicated to students and parents.

### 5. Procedures



## 5.1. Responsibilities of the School

The Head of Learning Area/Subject Coordinator is responsible for:

- Overseeing the teaching and learning program for all courses offered by the department.
- Overseeing and reviewing the homework program
- Supporting class teachers to restoratively work with students who do not follow the College Homework and Study Policy.

The Class Teacher is responsible for:

- Developing a teaching and learning program for the course/subject which they teach and providing a copy of the program to students and parents via SEQTA.
- Assigning relevant homework to students in accordance with the teaching and learning program, and ensuring that homework is recorded in SEQTA and by students in the College diary.
- Maintaining adequate communication and/or requesting support from parents when students do not follow the College Homework and Study Policy.
- Restoratively working with students who do not follow the College Homework and Study Policy.

## 5.2. Responsibilities of Students

Students are responsible for:

- Ensuring they are familiar with course outlines and assessment schedules which are provided by teachers at the beginning of each term/semester and visible on SEQTA.
- Accurately recording assigned homework in SEQTA/the College diary.
- Ensuring that all assigned homework is completed to a high standard and in a timely manner.
- Maintaining adequate communication about homework and study with their parents and seeking help or assistance when appropriate.
- Maintaining adequate communication with class teachers and seeking help or assistance when appropriate.
- Maintaining a healthy balance between use of social media, mobile phones, television, leisure time, part-time work, homework and study.
- Accessing College services including Homework Club, which allows students access to resources after school hours while under the supervision of rostered teachers.
- Efficiently using their time and being aware of distractions such as long periods of 'internet surfing' without producing any work.
- Developing the skill of study, including use of a study plan and habit of regularly revising past and present coursework in a comfortable working environment. A Study Skills Handbook is accessible via SEQTA.
- Spending a minimum amount of time completing homework and study each night. The following guideline is recommended in time-slots organised around family, leisure, sport, part-time work and other commitments. It is also suggested that students work for short concentrated bursts i.e. twenty to forty minutes of fully focused effort interspersed with short breaks.



Year Group	Recommended Time	Weekly Frequency
7 and 8	1 hour	4 nights
9	1 ½ hours	4 nights
10	2 hours	5 nights
11	2 ½ hours	5 nights
12	3 hours	5-6 nights

- Because of course demands in Year 11 and 12, students who are studying at ATAR level, and those who are serious about their studies would be expected to work for some time during the school holidays.

### 5.3. Responsibilities of Parents

Parents are responsible for:

- Ensuring they are familiar with course outlines and assessment schedules which are provided to students at the beginning of each term/semester and visible on SEQTA.
- Regularly checking SEQTA/the student diary/email for communications from teachers and maintaining contact with relevant school staff. If family plans or unforeseen circumstances prevent students from completing homework on any given night, a note in the student diary or email to teachers should be sent to explain the circumstances.
- Providing a suitable environment for homework and study.
- Being actively involved in student learning i.e. ensuring daily homework is underway, discussing the work with students and generally showing an interest.
- Insisting on high standards for all work completed.
- Providing firm support to follow a set study plan, to prevent cramming or overloading on any one night.
- Regulating use of social media, mobile phones, television and leisure time.
- Providing access to resources such as the internet, and encouraging use of services including Homework Club, which allows students access to resources after school hours while under the supervision of rostered teachers. Participants sign in on the attendance register each week, and confirmation of attendance at Homework Club may be provided on request.
- Being alert for inefficient use of time such as long periods of 'internet surfing' without producing any work.

### 6. Related Documents

This policy should be read in conjunction with the following associated policies and documents:

- Assessment Policy
- ICT Policy