Homework Expectations and Guidelines

Introduction
If a student’s potential is to be realised, effective and independent study and research habits and skills must be developed. Most subjects require reinforced practice if knowledge, skills and methodologies are to be acquired. Homework provides vital support to the work completed in class and provides an important link between home and school.

Homework is a range of activities including work requirements, practice exercises and research which are completed by students outside of school hours. It also consists of study and revision. Study entails preparation for tests, wider reading, summarising, note-taking and revising the day’s work.

Principles
At Salesian College, we believe homework should be:
1. The product of a partnership between students, parents/guardians and teachers
2. Designed to enhance student learning and promote sound independent work habits
3. Designed to meet the requirements of all students.

Expectations
At Salesian College, teachers will:
1. Regularly set homework/study and develop approaches to study which includes revision
2. Monitor the completion of homework/study
3. Consult with students, parents and Year Level Co-ordinators when they have concerns regarding a student’s progress
4. Publish a timeline at the beginning of each term outlining the weeks in which major assessment tasks are due.

At Salesian College, students are required to:
1. Complete all homework and study tasks satisfactorily
2. Record all homework/study details in their diaries
3. Use their diaries to monitor the completion of their homework/study
4. Develop a weekly planner to ensure effective time management of their study
5. Show their diaries to their parents/guardians on a weekly basis.

At Salesian College, parents/guardians are asked to:
1. Monitor the completion of homework/study
2. Read and sign their son’s diary on a weekly basis
3. Consult with teachers when they have concerns regarding their son’s homework.

Guidelines
**Time Spent On Homework/Study**
While the amount of homework will vary according to a student’s age and learning needs, the following represents a general outline of the amount of time students are expected to devote to homework and study each week:

- **Year 7** – 5 hours per week
- **Year 8** – 7 hours per week
- **Year 9** – 10 hours per week
- **Year 10** – 12 hours per week
- **Year 8** – 7 hours per week
- **Year 11** – 15 hours per week
- **Year 12** – 20 hours per week

Furthermore, it is vital that students develop a homework/study plan, allocating the appropriate amount of time to each subject.

**Homework Tasks**
In setting homework tasks, teachers are asked to consider the needs of all students in their class. Clear instructions and tasks designed to reinforce the knowledge and skills taught during class time will maximise the learning opportunities for all students. To this end, some modification may be required for those students who would benefit from extension work, or tasks which better meet their individual needs.

**The Use of the Diary**
The effective use of the student diary is the best way for students to ensure they record and complete homework tasks and study. The diary should accompany students to every lesson. It is recommended that the last five minutes of a lesson be spent recording tasks and asking questions of clarification. It is essential that all students clearly understand what is required. At home, the diary should be used to tick off tasks as they are completed.

The diary is also the main means of communication between school and home. A student’s diary should be regularly sighted and signed by the student’s parents/guardians and homeroom teachers. At senior levels, the diary continues to be a vehicle for monitoring student progress and it is recommended that this occurs three times each term.

**Consequences**
No doubt there will be times when, for genuine reasons, students are unable to complete their homework. If this is known in advance, or if a student has a note from a parent/guardian explaining the situation, teachers can arrange an alternative submission date so that a student’s opportunity to learn is not impaired. If there are concerns that need to be discussed, parents/guardians and students should contact the Homeroom Teacher, Head of House or Year Level Co-ordinator.

Persistent failure to complete homework is a serious matter. Such action will prevent a student from achieving his full potential, result in low performance and lead to difficulties in future learning.

When a student does not complete his homework, the following steps will be taken:
1. Parents/guardians will be informed. For students in Years 7-12, a note, which will require a parent’s/guardian’s signature, will be placed in the student’s diary. Subject teachers will inform the Year Level Co-ordinator or Head of House and
telephone parents/guardians, should students return to school the next day without the signed note.

2. The homework task must be completed by the next day.

3. Any student who regularly does not complete homework should be referred to the Year Level Co-ordinator or Head of House who will place the student on Study Hall detention.

4. If no improvement is seen, the student and his parents/guardians will be required to attend an interview to discuss the matter with the Year Level Co-ordinator, whilst his progress will be monitored by means of an Academic Profile.

5. In extreme cases, a constant refusal to complete homework activities will be referred to the Deputy Principal – Student Services and may constitute a key factor in regard to the student’s promotion to the next year level and/or his continuing enrolment at the College.

Conclusion
Neither parents/guardians nor teachers can force students to complete homework; however, they can support them by ensuring they have the necessary organizational skills, an environment conducive to study and plenty of encouragement.

Ultimately, it must be the students themselves who take responsibility for their homework, learning not for their parents/guardians or teachers but for themselves.