



## Home Learning Policy

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### Location

All Coburg High School policies are located under the 'community tab' on Compass, sub-section 'School Documentation' and then 'Policies.

### Language Opportunities



If you require this document to be translated into another language, please contact:

[info@coburg.vic.edu.au](mailto:info@coburg.vic.edu.au)

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## Purpose

At Coburg High School we believe that home learning helps students by complementing and reinforcing classroom learning, fostering good habits and providing an opportunity for students to take responsibility for their learning. 'Home learning' is used interchangeably with 'homework' as a reminder that the goal is learning, and is usually completed outside school hours. Home learning tasks fall within three types: Practice, Preparation and Extension. A combination of these should be used by teachers when planning home learning.

The School affirms the benefit of home learning for students, and the purpose of this policy is to establish a shared understanding around the value of home learning and work in partnership with families to support effective home learning practices. Therefore, as part of the learning process, all students from Years 7 to 12 are expected to spend time studying, and completing homework, beyond the hours of the school day to further develop and consolidate their independent learning skills.

In any school, there is only a limited amount of class teaching time, and as such, while knowledge and skills are taught, students need to review and master the skills and knowledge through practice. At the end of one period of learning, there is limited time to absorb the information presented and practise key skills. Research indicates that an appropriate amount of purposeful home learning supported by teacher feedback makes a positive difference to student learning outcomes, and is an important part of consolidating concepts that are introduced in class. It also plays a significant role in building work ethic, self-discipline and responsibility to form good study habits beneficial for students in the later years of schooling.

## Objective

Home learning serves several useful purposes or aims:

- Ensure a shared understanding across the school community of the value and purpose of home learning
- Ensure teacher collaboration around the scope and scheduling of home learning expectations
- Foster lifelong learning and connect families with the learning of their children, as part of a comprehensive and balanced curriculum
- Develop initiative, effective habits and skills to consolidate the knowledge acquired at school through appropriate levels of self-directed study
- Enhance student performance and preparation for tasks, tests and exams through self-regulated learning practices
- Ensure a balance of student work-life activities
- Ensure equity across all learning areas

Home study involves a variety of different activities. These learning activities include, but are not limited to, the following:

### Practice

- Completing any exercises set by teachers as home learning
- Use of the School Learning Management System, Google Drive and/or Compass to access set tasks, quizzes and assignments, as well as a tool for communication with students and teachers on student progress.

### Preparation

- Taking notes from texts and handouts given in class and summarising where applicable
- Revising topics for better understanding
- Preparing notes for School Assessed Coursework (Senior School)
- Completing assignments/projects begun at school
- Use of ICT including a variety of web based programs to research or complete set tasks
- Using the Internet and the local library to research topics

### Extension

- Completing tasks to extend knowledge and skills
- Reading novels, short stories, newspapers or other texts
- Viewing film texts or other relevant media/multimedia programs

## **Scope**

Home learning is a shared responsibility between the School, teachers, students and their parents/carers.

## **Policy**

In order to implement these aims and for students to develop effective home learning that improve their learning, it is important that all stakeholders understand their obligations and responsibilities. Therefore, students, parents and teachers are expected to observe the following responsibilities:

## **Responsibilities**

### Teachers:

It is expected that teachers will:

- Set home learning which is meaningful, appropriate, relevant and manageable, taking into account home obligations, holiday times and other student responsibilities where necessary.
- Equip students with the skills to solve problems and encourage real-life problem solving, logical thinking, creativity and imagination.
- Allow students the use of class time for the planning, researching and drafting of work, and regard home time as time to finish tasks.
- Provide assistance for those students who have difficulty in managing tasks.
- Advise families of home learning expectations at the beginning of the year and provide notification to parents and students when students are regularly failing to meet requirements.
- Coordinate the timing of assessment tasks throughout the semester where possible.

- Liaise with other teachers of the same class in order to spread the workload placed on students. This includes time for revision, focus and variation of content and submission type.
- Ensure students enter home learning tasks and the due date into a chosen study planner (diary).
- Monitor submission of home learning tasks, and provide timely and practical feedback where appropriate (usually no later than two weeks after submission).
- Develop strategies within the school to support parents/carers becoming active partners in engaging in their children's learning.
- Ensure that non completion of home learning tasks should not be the sole determinant of an overall S or N result (particularly in VCE studies).
- Allow reasonable time for resubmission of home learning tasks (usually one week) and provide appropriate consequences for extended late submissions.

When tasks are outstanding teachers will:

- Consult with the student, modify the task if required, and grant extensions to support successful completion.
- Refer the student to Homework Club or detention if appropriate.
- Contact home via Compass/Phone call to ensure parents and the school work together with the student to ensure successful outcomes.

#### Students:

It is expected that students will:

- Accept responsibility for the completion of home learning tasks within set time frames.
- Maintain records of their home learning to facilitate communication with parents and teachers.
- Record home learning tasks and the deadline in their chosen study planner as soon as it is given by the teacher.
- Seek assistance when difficulties arise and follow up on comments made by teachers.
- Develop a regular home study habit of reading for 15 minutes a night.
- Organise their time to manage home obligations, participation in physical activity and sports, recreational and cultural activities and part-time employment.
- Seek extensions before the due date, if they perceive that they will not be able to meet a deadline.
- Begin assignments as soon as the task is given. Avoid last minute efforts ie. starting the task the night before it is due.
- Regularly keep class notes organised and up to date.

#### Families:

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

- advising their child of home learning expectations at the beginning of the year and notify relevant staff of difficulties their child may be having when completing a task.
- supervising and assisting their child in completing tasks, but not doing the work for them.
- ensuring there is a quiet study area for students to complete their home learning tasks.
- developing a positive and productive approach to home learning, including expectations of reading regularly.
- contacting the school, if they perceive that their child is unduly stressed by the amount of home learning expected by the teachers, in order to discuss solutions.

- reviewing Progress Reports and Ongoing Reporting Comments on Compass, and attend Parent-Teacher Conference days, in order to discuss ways they can assist their child in developing good study habits.
- ensuring there is a balance between the time spent on homework and recreational activities.
- allowing their child to take advantage of the home environment, interaction with family and friends, the environment, wider community and access relevant technologies for home learning.

Home learning, when completed at regular intervals, should not prove stressful or onerous. If students are experiencing an undue workload or excessive stress, they are advised to speak with their relevant teacher or a student support team member. If unable to complete a home learning task, students should communicate with their teachers in a timely manner and present work they have attempted, rather than fail to submit work without any prior communication.

Due to the timing of assessment tasks, the amount of home learning will vary and students may be required to complete more home learning in some weeks than others. Students are required to plan their home learning in order to minimise stress and meet due dates.

**Suggested hours of study per week night**

Year	Average Duration of Home Learning over a seven day week:	Expected of Home Learning	Suggested hours of reading per night
Yr 7	45 mins per day		15 minutes
Yr 8	45 mins per day		15 minutes
Yr 9	1 hr per day		15 minutes
Yr 10	1.5 hrs per day		15 minutes
Yr 11	2 hrs per day		15 minutes
Yr 12	2 - 3 hrs per day*		15 minutes

\* Study time varies.

It is recommended that the suggested hours listed be evenly distributed to allow work for each subject to be completed, however, the distribution of these hours within the week will ultimately be determined by the student and parents in relation to their personal circumstances and obligations.

This equates to about a maximum of 3 hours per subject per week at VCE.

The above is a guide only. Some students, particularly senior students, will need to study on at least one of the days over the weekend, as well as week nights.

Parents and students need to be aware of the importance of maintaining a balance between home study and leisure. If students have a part time job, they should not work excessive hours such that their study or their health suffers.

## Communication

This policy will be communicated to our school community via the website and on Compass under School Documentation.

## Further Information and Resources

- [Homework – Department Policy](#)

## Policy Review and Approval

Policy last reviewed	2024
Approved by	Principal
Next scheduled review date	2028