



Good Shepherd Catholic School

— Lockridge —

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HOMEWORK PROCEDURE

| Sources of Authority | |
|----------------------|--------------------------------------|
| CECWA Policy | Curriculum, Assessment and Reporting |
| Executive Directive | Education |

Rationale

Homework is an important extension of the Good Shepherd Catholic School program. Current research shows that regular practise of what is learnt in class and good study habits can lead to significant improvements in the student's educational outcomes.

Regular monitoring of Homework provides the parent with a vehicle for monitoring their child's learning.

Principles

Properly designed and implemented homework aims to:

1. Foster in the child a responsible attitude towards learning.
2. Develop self-discipline and good study habits within the child.
3. Improve the child's organization skills.
4. Develop study patterns, which will be important for success in later education.
5. Reinforce skills taught at school.

Procedures

1. The teacher's role is to set and assess homework.
2. Each class will have a journal, diary or similar via which Homework is recorded. This process will be outlined to the parents at the Parent Information Night held at the beginning of the year and monitored by the class teacher throughout the year.
3. The pattern (eg. daily, weekly etc.) in which the Homework is set and assessed will depend on the children's stage of development and age and will be determined by the class teacher. The class teacher is responsible for notifying the children and parents of the pattern.
4. The completion of the homework is the responsibility of students guided by their parents.
5. Homework:
 - a. Will be set homework from Monday to Thursday.
 - b. Will be structured and marked, either each morning or within the timeframe advertised.
 - c. Be written by the child into their diary or journal.
6. Teachers will not set a homework task, which has not previously been taught or discussed during lesson times.
7. Projects or research assignments, which are set for completion at home, will be accompanied by a detailed set of instructions, which include:
 - a. The topic or title
 - b. Guidelines for presentation
 - c. Criteria requirements of the task
 - d. Suggested sources of information
 - e. Date for completion

8. It is suggested that homework be undertaken at home, where possible at a regular time and in a place, which is free of distractions. **The degree to which supervision is required will depend on the age of the child, however all children need the encouragement of someone showing an interest in their work.**
9. When set homework has not been at an acceptable standard or on time, an overdue/unacceptable Homework form will be sent home to the parents. The form is to be signed by the parents, and returned to school the next day.
10. Children who failed to complete their homework will be:
 - a. Given a timeline within which to complete it
 - b. Provided with a place to complete the unfinished work
11. Children who regularly fail to complete their homework will be dealt with under the Good Shepherd Catholic School Student Code of Behaviour.
12. Homework will not be set on weekends or holidays.
13. Children who are absent from school due to illness are not expected to complete homework during their recuperation.
14. Children who are absent from school, due to travel, should maintain a journal, which may be presented to the teacher on the child's return to the classroom.
15. As in all matters parental or student concerns regarding homework, should be discussed with the teacher.

Homework Times

| Class | Homework | Times |
|-------|----------|---------|
| Years | 1 - 3 | 20 mins |
| Years | 4 - 5 | 30 mins |
| Year | 6 | 45 mins |

Tips for Helping Children with Homework

1. Ask the child each day to show you their diary with the homework set for the night/week.
2. Some children benefit from a short break/snack before starting.
3. Do not let the child start the Homework too late.
4. Provide a space for the child to work that is as free as possible from distractions like TV.
5. Help the child check they have all they need to start and that they understand what they have to do.
6. Give the child hints, guidance and encouragement but do not do the work for the child.
7. Do not go over the time set for your child's year level outlined in this procedure. The oven timer/microwave clock is a useful reminder of the time.
8. If your child becomes distressed, angry or anxious about their homework stop where they are at and write a note in the diary explaining to the teacher that they have tried.
9. If homework could not be done for some family/health reason put a brief note in the diary for the teacher.
10. Make a time to talk with the teacher if your child is having difficulty completing their homework or understanding what they have to do.