



Homework Policy

Version 5.0

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Policy Pertains to:	Principal; all teachers; students & parents

Version History

Version	Date	Notes
1.0	16-11-05	Draft Document for Board Approval
2.0	03-03-06	Updated Policy
2.1	16-10-09	Re-issued without change.
3.0	05.03.14	Policy Updated
4.0	07.11.16	Policy revised and updated
5.0	February 2017	Adopted RCC Version CEN Hub policy



This policy and its associated documents are prepared by CEN Hub (NSW & ACT), for use by member schools. Procedures and supporting documentation should be customised to reflect those of the individual school.

Do not alter policy statements without consultation with the CEO of CEN Hub.

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VISION STATEMENT

A Christ centred learning community exploring and impacting on God's world

MISSION STATEMENT

To assist parents in the nurture of their children, by providing a Christ-centred, biblically grounded, culturally engaging and academically rigorous education that instils hope and equips children to live for God's glory

Table of Contents

1	INTRODUCTION.....	4
2	CHRISTIAN RATIONALE.....	4
3	PURPOSE OF THIS DOCUMENT	4
4	TABLE OF RESPONSIBILITIES	4
5	DEFINITIONS	4
6	POLICY.....	5
7	PROCEDURES.....	5
	7.1 General.....	5
	7.2 Expectations.....	5
	7.3 Primary School (K - Year 6).....	6
	7.4 High School (Years 7 - 10).....	6
	7.5 Senior School (Years 9 - 12).....	6
	7.6 Parent Help with Homework	6

Important related documents:

Teaching & Learning Policies:
Quality of Education
Curriculum & Programming
Secondary Assessment
Student Reporting
External Providers

Student Welfare Policy
Discipline Policy
Child Protection Policy
Privacy Policy
Grievance Policy

Staff Handbook
Staff Code of Conduct
Student Code of Conduct

Relevant Legislation:

Education Act 1990 (NSW)
Australian Education Act 2013
Australian Education Amendment Bill 2014
Disability Discrimination Act (Cth)1992
Disability Discrimination and other Human Rights Legislation Amendment Act (Cth) 2009
NSW Anti-Discrimination Act (1975)
NSW Anti-Discrimination Amendment (Miscellaneous Provisions) Act (2004)

Other References:

Registered & Accredited Individual Non-government Schools (NSW) Manual Transitional,
January 2017 (incorporating changes from 2004-2017)
– latest version on website
Disability Standards for Education, 2005

1 INTRODUCTION

Richmond Christian College sets homework for students as an adjunct to their progressive training in study skills and self-discipline in learning; to review recently acquired skills; and to help them become more independent for the increasing study requirements of senior school and tertiary study.

2 CHRISTIAN RATIONALE

Richmond Christian College partners with parents in the education and training of their children. Homework allows parents to have a daily indication of the work their child is doing; and therefore provides some regular accountability and transparency from the college. Parents can then better engage in dialogue and feedback to the college.

Setting homework provides additional opportunity for the student to develop their personal work habits, and to take responsibility for their study and tasks. It is another tool to develop the attributes of a Christ centred learning community exploring and impacting on God’s world. The habits laid down in early years will create a strong personal ethic for responsibility, as a man or woman of God, in many aspects of life.

3 PURPOSE OF THIS DOCUMENT

This document sets out the policy and procedures that the college follows in the allocation and checking of student’s homework.

4 TABLE OF RESPONSIBILITIES

<i>Responsibilities</i>	<i>Evidence of Compliance</i>
Principal	
Ensure requirements of Teaching & Learning policies being met	Teaching programs
Coordinators	
Ensure consistency of homework across grades/ subjects	Teaching programs
Set Assessment Schedule to spread homework load for students	Assessment Schedule
Teachers	
Consistency in setting homework & checking return	Teacher mark book; student reports
Students	
Complete & return homework as instructed	Teacher mark book; student reports
Parents	
Support the school’s homework policy & support children in their learning activities	Homework diaries

5 DEFINITIONS

Nil

6 POLICY

- (a) All children from Kindergarten upwards are usually given some work to complete at home, which is set by the class/ subject teacher.
- (b) Set homework will generally be revision for consolidation and practice; or extension of material already taught; and will focus particularly on skills in literacy and numeracy; with the exception of research assignments.
- (c) Homework shall be achievable; and not rely on resources that may not be available to students.
- (d) If no work is formally set, students are expected to revise work or read library books or novels being studied.

7 PROCEDURES

7.1 General

- (a) Teachers will communicate homework expectations to parents at information nights for the class/ year early in each school year.
- (b) Teachers will communicate daily homework tasks to students in class. In secondary school, additional requirements are set out in student handbooks.
- (c) Secondary Teachers shall consult with colleagues to set homework expectations for consistency.
- (d) Teachers shall check often that homework is done, communicate with parents when homework is consistently not completed, and provide prompt and useful feedback to students on their progress.
- (e) Parents should communicate with teachers if there are any problems with their child completing tasks. This communication should be in writing as soon as practicable to the class teacher (primary), or the homeroom teacher, or subject teacher (secondary).
- (f) If homework is consistently not completed, the teacher shall call the student's parents to discuss the situation.

If the student continues to not hand in completed homework, the Coordinators shall call the student's parents to discuss the matter.

Further disciplinary action may be followed, if required. (Discipline Policy)

7.2 Expectations

- (a) Students are expected to complete all tasks set for them to the best of their ability.
- (b) Homework and assignments should be completed by the due date. In the case of Assessment Tasks, the relevant teachers will determine whether the circumstances warrant an extension of time. (Secondary Assessment policy)

7.3 Primary (K - Year 6)

- (a) Students are expected to complete a regular amount of set homework throughout the year, Monday to Thursday in school terms except for the first and last week of the term.
- (b) The time expected to be spent in homework will gradually increase throughout schooling.
- (c) Homework should be checked regularly by both parents and teachers.
- (d) Primary teachers will consult with one another for relevance and consistency across the department.

7.4 High School (Years 7 - 10)

- (a) Students are expected to undertake some self-directed work both at school and at home.
- (b) Students are expected to complete set homework throughout the year, increasing as they progress throughout their schooling
- (c) Students record their homework in their electronic diaries.
- (d) Students will increasingly have revision work, especially leading up to examination times.

7.5 Senior School (Years 11 - 12)

- (a) Students are expected to undertake considerable amounts of individual self-directed work both at school and at home - approximately 2 hours per night.
- (b) Students are expected to complete a regular amount of homework throughout the year though the amount may vary from time to time; including weekends and holidays.
- (c) Students will increasingly have revision work, especially leading up to assessment tasks and exams.
- (d) Assessment Tasks are those specifically used to assess the student's progress. Some Tasks may be set as homework. A separate sheet is given to explain the task. (Senior Assessment book)

7.6 Parent Help with Homework

Assignments are for students to do. Parents should not have a major part in completing the student's work. Suitable assistance would be for parents to:

- Give guidance on locating resources etc, but not find them
- Help students organise time
- Discuss presentation plans, but allow student to set out work themselves

- Assist through questioning to a correct method or process or other examples

If parents have had a greater part in helping a student complete their homework, they should acknowledge this in a brief note to the teacher.