



# Homework Policy

**Version 5.4**

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Prepared by	CEN Hub Compliance Officer
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Monitored by	Board
Review by	Principal
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Status	Final
Policy Pertains to:	Principal; all teachers; students & parents

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## 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
5.1	July 2019	Updated to new Executive Structure & policy reference update
5.2	Feb 2020	Primary Homework Procedures Updated. Aug 2020 removed "electronic" from diaries 7.4
5.3	July 2023	Scheduled Review. Updates to Mission Statement; Policy References;
5.4	November 2024	Removed reference to Student Diaries in 7.4 (c).



*This policy and its associated documents are prepared by CEN (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 SEO of CEN (NSW & ACT).*

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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, academically rigorous and culturally relevant education that instils a sense of identity, purpose and hope in students that equips them to live for God's glory.*

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### Important related documents:

Teaching & Learning Policies: Quality of Education Curriculum & Programming Assessment K-12 Student Reporting External Providers	Student Welfare Policy Behaviour Management Policy Child Safe Framework Privacy Policy Complaints Management	Staff Handbook Staff Code of Conduct Student Code of Conduct
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### 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,  
– 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>
<b>Principal</b>	
Ensure requirements of Teaching & Learning policies being met	Teaching programs
<b>Heads of School</b>	
Ensure consistency of homework across grades/ subjects	Teaching programs
Set Assessment Schedule to spread homework load for students	Assessment Schedule
<b>Teachers</b>	
Consistency in setting homework & checking return	Teacher mark book; student reports
<b>Students</b>	
Complete & return homework as instructed	Teacher mark book; student reports
<b>Parents</b>	
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) Teachers shall consult with Heads of School to set homework expectations for consistency.
- (d) Teachers shall check that homework is done, communicate with parents and Heads of School 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 (K-6), or the homeroom teacher, or subject teacher (7-12).
- (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 Heads of School shall call the student's parents to discuss the matter. Further disciplinary action may be followed, if required. (Behaviour Management 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. (Assessment K-12 Policy)

**7.3 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) Teachers will consult with Heads of School for relevance and consistency across
- (e) Homework is an instructional technique that provides students with opportunities to deepen and practise their understanding and skills, relative to content that has been presented to them. One of the main goals of homework in the early years is to create opportunities for students and parents to communicate with each other about what has been learnt at school and to forge the home school connection. As students enter Stage 2 students are provided with opportunities to read and develop mathematical fluency through consolidation and practice. In Stage 3 homework will consist of independent reading on a daily basis and problem-solving activities to apply skills and demonstrate mathematical fluency.

<b>Year Level</b>	<b>Learning Activities</b>	<b>Learning Goal</b>	<b>Time guide</b>
Kindergarten, Year 1 & 2	Daily reading of texts to, with and by parents + connections with my family and community activities	To forge home-school learning connections, build relationships, and to provide opportunities for consolidation and practice	No more than 10 minutes per day
Year 3 & 4	Daily independent reading + mathematical fluency	Memorisation – fluency building through repeated practice	No more than 15-20 minutes per day
Year 5 & 6	Daily independent reading + problem solving	Opportunities to apply skills and demonstrate fluency in mathematical techniques when problem solving	No more than 25 minutes per day

### 7.4 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 will increasingly have revision work, especially leading up to examination times.

### 7.5 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.