

# **HOME STUDY POLICY**

## **PREAMBLE**

Learning done out of school hours is defined as home study. It may be a particular task or tasks set by the teacher as homework, study in preparation for a test, or reading.

## **RATIONALE**

The College affirms the benefit of home study for students. 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.

At school, the timetable is such that learning takes place in small chunks of time. Even with double periods (94 minutes), there is a limit to the amount of knowledge that can be imparted, skills taught, or learning acquired. At the end of one period of learning, the student moves off to the next subject. There is little time to absorb what has been taught, or to follow up ideas, or to ask questions. Good study habits formed in the earlier years of schooling will have benefits for students in the later years.

## **AIMS**

Home study serves several useful purposes or aims:

- To organise class notes
- To consolidate the knowledge acquired at school
- To develop skills
- To learn how to solve problems
- To explore topics by further research
- To take responsibility for learning
- To develop initiative and independent learning
- To gain understanding of information
- To improve performance
- To prepare for tests, SACs, Learning Tasks and exams

Home study involves a variety of different activities. These learning activities include the following:

- Reading novels, short stories, newspapers, online articles or other texts
- Taking notes from texts and handouts given in class and summarising where applicable
- Use of ICT including a variety of web based programs to research or complete set tasks
- Use of Edmodo/Office 365 to access set tasks, quizzes and assignments as well as a tool for communication with students and teachers.
- Learning material for tests
- Revising topics for better understanding
- Preparing notes for School Assessed Coursework (Senior School) and Learning Tasks (7-10)
- Viewing film texts or other relevant TV programs
- Using the Internet and the local library to research topics
- Making phone calls for Structured Workplace Learnings (Applied Learning Work Placement & Year 10 Work Experience)
- Completing learning activities begun at school
- Completing exercises set by teachers as homework

## **IMPLEMENTATION**

In order to implement these aims, and develop effective home study habits, the College provides a framework of processes and procedures. A summary of this policy will be inserted into the College planner. Students, parents and teachers are alerted to their specific responsibilities, as follows:

## **RESPONSIBILITIES**

### **Teachers:**

Teachers have a responsibility to:

- Set homework which is meaningful, relevant and manageable. Learning Tasks/SACs are NOT to be set for homework. While some Learning Tasks may involve an element of research, data collection, or summarising of notes, the actual Learning Task/SAC must be completed during class time. Refer to Learning Tasks protocols for further information.
- Publish homework and relevant resources on Edmodo/Compass/Office 365.
- Ensure that students record homework and due dates for Learning Tasks/SACs in their study planner.
- Explain the task clearly.
- Give a reasonable time for work to be completed. If work is set over a holiday period for students in Year 7-10, then either notice of this work is given a week before the holiday begins, or the work is not due until a week after the beginning of term.
- Provide class time for the planning, researching and drafting of work, and regard home time as time for students to finish off tasks not completed during class time.
- Provide assistance for those students who have difficulty in managing tasks.
- Spread assessment tasks throughout the semester.
- Avoid loading students with large assignments close to the end of semester by spreading the work load over a few weeks.
- Liaise with other teachers of the same class in order to spread the work load placed on students. As a guide, teachers should aim to allocate no more than 15 minutes per period of a subject in a given week (e.g. total of 75 minutes a week for a 5 period class).
- Stress the importance of completing homework for all subject areas and not prioritising one subject over another.
- Allow reasonable time for re-submission of homework (usually one week) if a student has a valid reason (e.g. medical certificate) and provides appropriate consequences for extended late submissions and record late work on Compass as an Academic Observation.
- Teacher monitors submission of homework and provides feedback where appropriate.
- Non completion of homework should not be the sole determinant of an overall S or N result (particularly in VCE studies).

### **Students:**

Students have a responsibility to:

- Bring their study planner to class.
- Write homework tasks and the due date for homework, Learning Tasks and SACs in the study planner as soon as it is given by the teacher, as well as check Compass and Edmodo regularly to keep track of due dates.
- Ask questions of clarification about the task(s).
- Develop a regular home study habit of reading for 15 minutes a night.
- Complete homework tasks by the due date.

- 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 homework, the night before it is due.
- Regularly keep class notes organised and up to date.

### **Parents:**

Parents have a responsibility to:

- Check and sign their child's study planner once a week.
- Supervise and assist their child in completing tasks, but not doing the work for them.
- Provide a quiet space for their child to do their study.
- Encourage their child to be organised, and to read regularly.
- Contact the House, if they perceive that their child is unduly stressed by the amount of homework expected by the teachers, in order to discuss solutions.
- Review Progress Reports on Compass and attend Parent-Teacher Interview days, in order to discuss different ways of assisting their child in developing good study habits.

### **Suggested hours of study per week night:**

Year 7 & 8 students:	1½ hours	(plus 15 minutes reading every night)
Year 9 & 10 students:	2 hours	(plus 15 minutes reading every night)
Year 11 & 12 students:	3 hours	(plus 15 minutes reading every night)

The suggested hours listed should be evenly distributed to allow work for each subject to be completed. 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 weekend days, 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.

### **Conclusion**

As part of the College's attempt to instil good home study habits in students, there are a number of programs aimed at developing study skills. The College will provide a variety of programs and organised sessions throughout the year focused around developing study skills. These programs are designed to help students manage time, develop study timetables and prepare for exams effectively.

Ratified by College Council:

This policy was last updated on **June 2019** and is scheduled for review in **June 2023**.

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