



Hornsby Heights
Public School
Homework
Procedures

HORNSBY HEIGHTS PUBLIC SCHOOL HOMEWORK PROCEDURES



Purpose

These Procedures have been developed to ensure that there is a planned and agreed approach to student homework at Hornsby Heights Public School. The Procedures provide a framework for teachers, students and parents/carers that outline community beliefs and expectations and the responsibilities for all involved in the homework process. Families, teachers and students were consulted, regarding their opinions, via a Homework Survey in 2023.

Rationale

At Hornsby Heights Public School we believe that homework is part of the learning process that complements and reinforces classroom learning. Homework supports students to organise their time and develop a range of skills across Learning Areas. Additionally, it establishes study habits, concentration and self-discipline. Homework is valuable when undertaken as a partnership between home and school and when it provides parents/carers with the opportunity to be part of their child's learning.

Implementation Guidelines

While formal homework is set on most occasions, there will be times when homework is not set. This does not mean that students do not have homework. Reading, practising skills and completing unfinished work are activities that are always available.

Homework will:

- be designed to consolidate and support the class learning program
- have a specific, explicit learning purpose
- consist of a range of activities that may include but are not limited to: reading, spelling mathematics, practise exercises, public speaking preparation, online activities, preparatory homework, projects and extension assignments that are related to class work
- be purposeful and not used simply to keep students occupied
- not be set the first and last week of a term
- be given out weekly by teachers on Friday and expected to be returned the following Thursday

Homework should:

- be regular and assist students in setting a routine of home study
- provide families with a clear understanding of homework requirements and time frames
- be balanced with hobbies, recreation and community/family pursuits
- should be appropriate to the student's skill level. Teachers will endeavor to differentiate activities

Homework is the responsibility of the student supported by his/her parent(s)/ carer(s) and the class teacher.

Role of the Principal

- Develop and maintain the Homework Policy and Procedures, in consultation with the school community
- Communicate the homework Policy and Procedures to staff and parents
- Monitor and support staff in the implementation of the Homework Procedures

Role of the Teacher

Teachers will regularly set homework in Kindergarten to Year 6 from Thursday to Friday (allowing weekend time for busy families). The style and organisation of homework will depend on the professional judgement of the Teacher/Stage.

Teachers will:

- Implement and promote the school's homework procedures
- regularly set and discuss homework tasks with students in order to allow for questions, word clarification and to provide examples where needed
- set tasks that are purposeful, meaningful and relevant to the current classroom curriculum
- promptly mark homework and give feedback which may include written comments, stickers, ticks, rubric style assessments, verbal comments or student self-assessment. Peers may provide feedback on set homework or homework may be marked as a class
- clearly communicate homework expectations to parents/carers
- maintain records of completed homework
- set differentiated homework tasks for students who require adjustments in the classroom
- not supply additional homework on an individual basis unless deemed necessary by the teacher to support students to meet stage outcomes
- ensure resources and materials are appropriate for the age group/ student abilities
- award PBEL stickers in line with the Reading Log requirements

Role of the Parent/Carer

Parents/Carers are:

- encouraged to take an active interest in homework and while homework is designed to be completed by students independently, parents and carers are welcome to be involved
- to encourage their child to complete and submit reasonable homework by the due date
- encouraged to ask their child to "have a go" before stepping in
- required to sign any documentation as asked eg. Reading log
- encouraged to help set up an environment and routine at home that fits their family and homework requirements
- asked to contact the teacher for advice if homework is unable to be completed
- to advise the teacher if the homework set is causing concern for their child
- invited to discuss homework expectations when students are going on a personal holiday, however it is not the teacher's responsibility to prepare such homework
- encouraged to share with the class teacher/s if their child has special homework from other services eg Speech Therapy, Occupational Therapy etc. This homework can count towards/ be substituted for with some school homework. This needs to be discussed with the teacher.

Role of the Student

Student responsibilities are aligned with the school's expectations of Respect, Responsibility and Personal Best.

Students are:

- to make sure they take home all required resources to complete their homework
- to manage their time ensuring they complete homework on time
- required to complete set reasonable homework
- encouraged to set aside time and a designated place for homework
- responsible for setting out their homework neatly
- to try their best when completing all tasks
- to communicate to their teacher(s) if they are having difficulty with set tasks
- responsible for handing in homework on the due date and should recognise that homework handed in late may require self-marking or not be marked until the next marking cycle
- to be aware of the tasks set and the timeframes for the homework
- allowed to use digital tools such as laptops, video cameras, iPads etc. for completing homework as appropriate to the tasks set e.g. typing written stories or using google classroom
- responsible for understanding and applying the HHPS Homework Contract

Stage/ Year Group	Suggested Time Allocation (including reading)
Kindergarten	5-10 minutes per night
Stage 1 (Year 1 and 2)	10-15 minutes per night
Stage 2 (Years 3 and 4)	15-20 minutes per night
Stage 3 (Years 5 and 6)	20-30 minutes per night

Monitoring, Evaluation and Review

These Procedures were reviewed and adjusted at the end of 2023 and will be monitored and reviewed as needed.



RESPECT - RESPONSIBILITY - PERSONAL BEST



Hornsby Heights Public School Homework Contract

Name: _____ Grade: _____ Class: _____

This is a homework contract. It is an agreement between the student, teacher and parents to complete homework on time and to the best of the student's ability.

I will be respectful by:

- handing in my homework on the due date and recognising that homework handed in late may not be marked until the next marking cycle
- ensuring that my homework is neatly presented so that my teacher can read it

I will be responsible by:

- managing my time effectively at home to fit in homework and extra curricula activities
- completing my homework each week
- communicating with my teacher/s if I am having difficulties with the homework tasks
- being aware of the homework that's been set and the due dates

I will do my personal best by:

- completing my homework tasks to the best of my ability
- completing the reading log honestly

Student signature: _____ Date: _____

Parent signature: _____ Date: _____

Teacher signature: _____ Date: _____



RESPECT – RESPONSIBILITY – PERSONAL BEST



Hornsby Heights Public School Homework Reading Log

Name: _____ Grade: _____ Class: _____

Make a record of your reading each day. Don't forget to ask a parent or carer to sign after each session. Every 10 weekdays of reading will earn you a PBEL sticker!

DATE	BOOK TITLE/DETAILS	MINUTES READ	PARENT INITIALS

You have earned a PBEL sticker



DATE	BOOK TITLE/DETAILS	MINUTES READ	PARENT INITIALS

You have earned a PBEL sticker

