

HOMework AND DIARY POLICY



PREFACE

Australian International Islamic College believes that homework provides students with opportunities to consolidate their classroom learning, patterns behaviour for lifelong learning beyond the classroom and involves family members in their learning.

Homework that enhances learning:

- is clearly related to class work
- is purposeful and relevant to students needs
- is appropriate to the phase of learning (early, middle, senior)
- is varied and differentiated to individual learning needs
- develops students' independence as a learner

PURPOSE

The purpose of homework is to engage students in independent learning to complement work undertaken in class through:

- revision and reflection to consolidate learning (practice for mastery)
- applying knowledge and skills in new contexts (a topic of interest, an authentic local issue)
- pursuing knowledge individually and imaginatively (investigating, researching, writing, designing, making)
- preparing for forthcoming classroom learning (collecting relevant materials and information)

Homework may be completed daily or over a week and can take many forms including but not limited to:

- handouts/textbook/computer-based activities
- assignment drafting
- reading
- note taking, revising and studying
- completion and extension of class work, projects and research.

SCOPE

This policy applies to all students and teachers at Australian International Islamic College.

Approved By: College Board

Status: Approved

Contact: Principal; Head of School

Reviewed | Bi-annually

Date Approved: May 2020

Next Review Due: April 2022

This policy may be updated or revised from time to time. The College will not notify you each time the Policy is changed.

HOMEWORK GUIDELINES

The college has a policy and guide for the number of hours spent at each year level on homework. A minimum reading time of 10 minutes every night (with lower grades can also include 'being read to' by an adult). The recommendation is as follows:

	Reading Time	Homework time
Prep	10 mins	10 mins per night
Year 1	10 mins	10 mins per night
Year 2	10 mins	20 mins per night
Year 3	10 mins	25 mins per night
Year 4	15 mins	up to but generally not more than 2 – 3 hours per week
Year 5	20 mins	
Year 6 & 7	20 mins	up to but generally not more than 3 – 4 hours per week
Year 8 & 9		up to but generally not more than 5 hours per week

RESPONSIBILITIES

Teachers

Teachers can help students establish a routine of regular, independent home-learning by:

- ensuring the college Homework Policy is implemented consistently across all year levels
- setting home-learning tasks on a regular basis but within a flexible timeframe
- clearly communicating the purpose, expectations, and benefits of all home-learning tasks
- checking homework regularly and providing positive recognition of the efforts of students
- providing timely and appropriate feedback about home-learning tasks
- selecting tasks that are varied, challenging, and directly related to class work
- selecting tasks that are purposeful and appropriate to students' learning needs
- explicitly teaching strategies to develop organisational and time-management skills and providing opportunities for practice through home-learning activities
- discussing with parents and caregivers any issues concerning their child's home learning tasks and suggesting strategies to assist with home learning requirements
- providing assistance when difficulties arise
- supporting students to access technology during school if required for homework tasks

Students

Students can take responsibility for their own learning by:

- being aware of the school's expectations and guidelines for home learning

- discussing with their parents or caregiver's expectations around home learning tasks
- accepting responsibility for the completion of tasks within set time frames
- following up on feedback provided by teachers
- seeking assistance when difficulties arise
- organising their time to manage the various activities they engage in
- recording homework in school planners (Year 7-12)

Parents & Caregivers

Parents and caregivers can help their children by:

- giving them assistance where required to complete tasks
- encouraging them to organise their time
- encouraging them to take responsibility for their learning
- helping them to balance the amount of time spent completing home learning tasks, watching television, playing computer games, playing sport and engaging in other recreational activities
- communicating with their child's teacher to discuss any concerns about the nature of home learning tasks or their child's approach to the learning

Prep to Year 6

The Importance of Regular Reading

All students from Prep to Year 6 are expected to engage in daily reading to, with or by parents and caregivers. Words are essential in building the thought connections in the brain. The more interactive language a child experiences through books and conversation with others (not passively from television), the more advantaged socially and educationally that child will be for the rest of his or her life. Development of language skills is linked positively to thinking skills and academic performance.

Opportunities to read at home:

- **Listen** to a book read aloud by an adult or older sibling.
- Read **along with** a parent or sibling.
- Read **aloud to** parent or older sibling
- Read **silently** then talk to an adult about the book
- Read **silently** with no adult interaction (suitable for Years 5 and 6)

Years 7 to 9

In Year 7, 8 and 9, students are given more responsibility for their own learning. They may be required to engage in independent learning to complement work undertaken in class.

Years 10, 11 and 12

In the latter years of high school, the amount of time devoted to homework and independent study will vary according to the student's learning needs and individual program of learning, determined through their Senior Education and Training (SET) Plan.

Teachers may provide students with additional work relevant to their learning however there is an expectation that young people should generally be independent learners and exercise their own judgment as to the out-of-hours' time they devote to their studies. Balance should be maintained between the various demands of study, sporting and recreational and cultural or part-time employment activities.

STUDENT DIARIES

At the beginning of each year, students in year 7-12 receive a student diary as part of the Textbook Hire Scheme.

The purpose of supplying this diary is to:

- ensure that every student has a book in which they can note their homework.
- allow staff to easily check to see that homework is being copied down.
- provide parents easy access for checking that homework has been completed.

As homework allows students to consolidate and develop their knowledge and skills in the subjects that they are studying, it is important that students use the diary correctly.

To ensure that this objective is achieved, we must all accept our responsibilities in this area.

RESPONSIBILITIES

Teachers

- Classroom teachers are to do regular checks to see if students are using their diary to note their homework, which will be set on a regular basis in the majority of subjects.
- The Administration and Form Teachers are to do random checks of diaries. If problems are noted, follow-up activities with the student will be enforced.

Students

- Ensure that the student diary is taken to all classes.
- All homework is written into the student diary.
- Ensure that graffiti does not appear on the pages of this diary.
- If the diary is lost, students are to make arrangements with parents to purchase a new one from the office at the earliest opportunity.
- Provide diary for checking without complaint when requested to do so.

Parents & Caregivers

- Check to see that the diary is being used to copy down homework.
- Decide to purchase another diary from the school office if the other one has unacceptable graffiti or is lost.