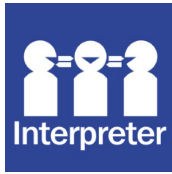




# Williamstown Primary School

## Home Learning (Homework) Policy



### Help for non-English speakers

If you need help to understand the information in this policy, please contact the school 9397 1248.

### PURPOSE

To outline to our school community the Department's and Williamstown Primary School's policy requirements relating to homework.

### SCOPE

This policy applies to students in all year levels and staff responsible for setting and monitoring homework at Williamstown Primary School.

### RATIONALE

Williamstown Primary School has developed this Homework Policy in consultation with the School Council sub-committee Education Policy to support student learning and wellbeing by:

- providing opportunities for students to review, revise and reinforce newly acquired skills
- providing opportunities for students to apply new knowledge
- providing opportunities for students to develop personal organisation skills
- providing approximate time frames for each year level that is aimed at building students' capacity to manage learning at home building on from the previous year
- encouraging students to enrich or extend knowledge individually, collectively and imaginatively
- fostering good lifelong learning and study habits
- supporting learning partnerships with parents/carers.

### BACKGROUND

Williamstown Primary School's Home Learning (Homework) policy is informed by our School's vision, purpose and values, which aims to develop students who are capable and confident learners, and who exhibit the learner assets of responsibility, organisation and self-management. We believe that homework tasks assist students by complementing and reinforcing learning that is occurring within the classroom, and may assist in the development of life-long learning, study skills and work habits. In the early years, the objective of homework is to practise and consolidate the concepts that have been introduced during class time. In the upper year levels, the objective of homework is to build on the concepts of self-discipline, responsibility and initiative to prepare students for secondary school. Homework tasks foster parent participation and home-school links through encouraging children to set aside time, to take increasing responsibility for completion of homework and to discuss their learning and school life.

## DEFINITIONS

**Homework** is tasks assigned to students by teachers that are meant to be carried out during non-school hours.

**Parent** includes a guardian and every person who has parental responsibility for the child, including parental responsibility under the Family Law Act 1975 (Cth) and any person with whom a child normally or regularly resides.

**School** means Williamstown Primary School.

## POLICY

### PROCEDURES AND IMPLEMENTATION

- Homework tasks will have a clearly defined purpose and have a consistent approach to assignment and correction across year levels.
- The purpose, structure and expectations for homework at each year level will be shared with families at the beginning of each school year, at Year level transition/information sessions and reinforced through the fortnightly year level section of the school's newsletter.
- At the teacher's discretion, homework tasks or expectations may be differentiated for students with teacher-identified additional learning needs. At Williamstown Primary School, homework tasks will reflect the goals and strategies of students with Individualised Education Plans (IEPs).
- Homework tasks will be within the capabilities of the child and will not require reliance on substantial educational resources, including digital technologies (unless arranged through an Individualised Education Plan, in consultation with families).
- Homework tasks will be given regularly and generally cover the same type of activities to help establish routines and to allow parents and children to organise their week.
- Homework will not demand great time commitment and will be scheduled over a school week to allow for the various out-of-school commitments that families and children have.
- Homework tasks will be needs appropriate, purposeful, meaningful and relevant. It will reflect the needs of individual students, with priority given to literacy (particularly home reading) and numeracy. Reading will require most of the expected time for each year level.
- Homework will be directly related to the work/curriculum a child completes in the grade. Homework will typically focus on practice exercises, to provide students with the opportunities to apply new knowledge, or to review, revise and reinforce newly acquired skills. In addition to reading, this may include activities such as consolidation exercises for mathematics (i.e. memorisation of multiplication facts, revision of numeracy strategies) and the practise of spelling words.
- Consistent incompleteness of homework will be discussed with parents and appropriate, relevant follow-up will be determined with the student, parents and teacher.
- Homework should provide an opportunity to further involve parents in their child's education and enable them to better understand the work their child does at school.
- Parents may discuss homework expectations when students are going on a personal holiday, however it is not the teacher's responsibility to prepare or provide such homework.

The types of homework that teachers at Williamstown Primary School will include are:

***Home Learning (Homework) guidelines for year levels***

**Prep (Foundation)**

- In Prep, students are expected to undertake 10-15 minutes of daily reading with a parent/carer/sibling, including during school holidays. This can include opportunities for the student to read to an adult, read with an adult or be read to by an adult.
- Students will also practise the 'sound of the week' by reading and writing words that contain the focus sound, as well as a few high frequency words.
- Prepare for a weekly spelling activity by reviewing previously taught sounds and high frequency words.
- Students in Prep are not expected to complete more than 15 minutes of homework daily.

**Year 1**

- In Year 1, students are expected to undertake 15 minutes of daily reading with a parent/carer/sibling, including during school holidays. This can include opportunities for the student to read to an adult, read with an adult or be read to by an adult.
- Students in Year 1 will also undertake 5 minutes of spelling practice on weekdays, based on the SMART spelling focus for the week and personal spelling words.
- Students will also prepare for speaking and listening activities throughout the week (Show and Tell).
- Students in Year 1 are not expected to complete more than 20 minutes of homework daily.

**Year 2**

- In Year 2, students are expected to undertake 15 minutes of daily reading with a parent/carer/sibling, including during school holidays. This can include opportunities for the student to read to an adult, read with an adult or be read to by an adult.
- Students in Year 2 will also undertake 5 minutes of spelling practice on weekdays, based on the SMART spelling focus for the week and personal spelling words.
- Students will also prepare for speaking and listening oral presentation each term.
- Students in Year 2 are not expected to complete more than 20 minutes of homework daily.

**Year 3**

- In Year 3, students are expected to undertake 15-20 minutes of daily reading, including during school holidays. This can include opportunities for the student to read to an adult, read with an adult or be read to by an adult.
- Students in Year 3 will also undertake 10 minutes of spelling and numeracy practice each day, based on the SMART spelling focus for the week, personal words and the numeracy learning focus.
- Students in Year 3 are not expected to complete more than 25 minutes of homework daily.

**Year 4**

- In Year 4, students are expected to undertake 15-20 minutes of daily reading, including during school holidays. This can include opportunities for the student to read to an adult, read with an adult or be read to by an adult.

- Students in Year 4 will also undertake 10 minutes of spelling practice each day, based on the SMART spelling focus for the week, personal words.
- Students in Year 4 will complete a numeracy task each week.
- Students in Year 4 are not expected to complete more than 25 minutes of homework daily.

### **Year 5/6**

- In Year 5/6, students are expected to undertake 20-25 minutes of daily reading, including during school holidays. This can include opportunities for the student to read to an adult, read with an adult or be read to by an adult.
- Students in Year 5/6 will also undertake 10 minutes of spelling, literacy and numeracy practice each day and may also undertake enrichment assignments or research.
- Students in Year 5/6 are not expected to complete more than 30 minutes of homework daily.

### **Specialist**

- Specialist programs do not provide students with homework. However, we strongly encourage families to discuss with students what they do during specialist classes. There may also be times where a specialist teacher may ask students to bring something from home to support the learning in the classroom. E.g. An object to use for an Art activity.

## **SHARED EXPECTATIONS AND RESPONSIBILITIES**

Home Learning (Homework) is a shared responsibility between the school, teachers, students and their parents/guardians. In order to get the most out of homework tasks, it is important that everyone understands their obligations and responsibilities.

### **Williamstown Primary School will support students by:**

- fostering lifelong learning and connecting families with the learning of their children, as part of a comprehensive and balanced curriculum.
- ensuring the school's homework policy is relevant to the needs of students.
- advise teachers, students and parents/carers of homework expectations at the beginning of the school year and provide them with access to the homework policy.
- informing parents of the homework requirements at the start of each school year, including an approximate weekly time commitment.
- encouraging Williamstown PS parents to read to and with their children for enjoyment.

### **Teachers at Williamstown Primary School will:**

- give students enough time to complete homework, considering home obligations and extracurricular activities.
- monitor and/or assess homework and provide timely and practical feedback and support.
- set homework that is curriculum-aligned and appropriate to the student's skill level and age .
- ensure homework tasks are purposeful – this means they are deliberately designed and planned to support student learning.
- ensure the amount of homework set supports a student to engage with a range of recreational, family and cultural activities outside of school hours.
- offer opportunities for families to engage in their children's learning.

- provide expectations and outline what homework looks like for the coming weeks. This may change based on the needs of the students. Teachers will notify parents via Compass, note with the homework task or the newsletter.

**It is expected that students will take responsibility for their own learning by:**

- discussing with their parents the homework expectations.
- accepting responsibility for the completion of homework tasks within set time frames.
- following up on comments/feedback made by teachers.
- seeking assistance when difficulties arise.
- organising their time to manage home obligations, participation in physical activity and sports, recreational and cultural activities.

**It is expected that parents/carers will support their children by:**

- developing a positive and productive approach to homework.
- ensuring there is a balance between the time spent on homework and recreational activities.
- reading to them, talking with them and involving them in learning opportunities during everyday household routines and physical activity.
- talking to teachers about any concerns they have about the homework.
- ensuring there is a quiet study area for students to complete their homework tasks.
- discussing personal expectations for homework time allocation with OSH Club, if relevant.
- discussing homework with their child in their first language, if English is not the main language spoken at home.

## SUPPORT FOR STUDENTS AND PARENTS/CARERS

Teachers at Williamstown Primary School understand that students have different learning styles and interests and may approach learning activities and homework differently. If you are concerned that your child may not understand the homework tasks that have been set for them, or is spending a long period of time completing their homework, we encourage you to speak to your child's classroom teacher.

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Included in staff induction processes and staff training
- Available publicly on our school's website
- Included in staff handbook/manual
- Reminders in our school newsletter
- Discussed at annual staff briefings/meetings
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

## RELATED POLICIES AND RESOURCES

- [Homework – Department Policy](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2022
Consultation	Ed Pol reviewed school community responses
Approved by	Principal
Next scheduled review date	June 2025

Version Approval Date	Summary of changes	VRQA Requirement	DET Mandated Policy	School Council Input
May 2010	Comprehensive review	N/A	Yes	N/A
June 2012	Updated	N/A	Yes	N/A
October 2015	Updated	N/A	Yes	N/A
June 2019	Comprehensive review	No	Yes	Consultation recommended but not required.
Aug 2022	Comprehensive review	No	Yes	Yes – Ed Pol reviewed school community responses

## HISTORY