

HOME TASKS AND STUDY POLICY 2021 - 2024

CONTENTS

RATIONALE	3
SCOPE	3
AIM	3
DEFINITIONS	4
GUIDELINES	4
YEARS 7 TO 9	4
YEARS 10 TO 12	4
SHARED EXPECTATIONS AND RESPONSIBILITIES	4
COMPLETION OF HOME STUDY EXPECTATIONS AND FOLLOW UP PROCEDURES	6
SUPPORT FOR STUDENTS, PARENTS AND CARERS	6
FURTHER INFORMATION AND RESOURCES	6
REVIEW CYCLE	6

RATIONALE

The purpose of this policy is to outline to students, parents/carers and school staff the College's expectations for home study and at-home learning.

SCOPE

This policy applies to students in all year levels.

AIM

Brighton Secondary College expects students to further develop and consolidate their independent learning skills by completing home study tasks. Home study has a positive effect on consolidating students' learning and is an important part of reinforcing the concepts that are introduced in class. Home study also plays a significant role in building work ethic, self-discipline and responsibility.

Teachers at Brighton Secondary College are encouraged to exercise their discretion in assigning tasks that are appropriate for their students.

DEFINITIONS

1. Home tasks are work set by teachers for students to complete that have a defined scope and set deadline, typically within days or a few weeks of being given. This might include but not be limited to: completing tasks not finished during class time, specific research, specific reading of text books novels, specific collaborative activities, specific consolidation activities.
2. Home study is any activity that students undertake mindfully, that tries to preview, review, develop or consolidate knowledge and/or skills. These will frequently not be specified by a teacher but are critical to develop effective learning. Home study might include, but not limited to: wide reading, pre-reading novels or sections of text books, reading newspapers, summarising information, doing practice questions or essays, constructing graphic organisers (flow charts, mind maps etc) and experimenting with technical skills (painting, sketching, drawing, construction and rehearsal).

GUIDELINES

1. Students should distinguish between home tasks and home study. Students should space the time they spend on these home tasks accordingly
2. The College planner is vital for keeping to these deadlines. It is important to bring planners to classes and use them correctly.
3. Students should make up a home study timetable. By doing so and implementing it, identifiable problems, misconceptions and gaps in learning can be identified and could then be resolved quickly.
4. In general, students should be aware of the world around them so they should read widely, including the daily newspapers.

YEARS 7 TO 9

Home study tasks at these year levels may include daily independent reading, extended classwork, projects, essays, exercises and research.

Generally, students will be expected to spend between 45 to 90 minutes per day on home study tasks. Some tasks may be assigned to be completed during weekends and on the school holidays.

YEARS 10 TO 12

Generally, students can expect home study tasks in these year levels to increase to take into account the expected level of independence and initiative of students.

At Year 11 and Year 12, students are expected to spend an increased amount of time completing home study tasks in preparation for VCE and IB.

Students can expect to spend between 1 to 3 hours of home study per weeknight, and further study on weekends during assessment periods.

SHARED EXPECTATIONS AND RESPONSIBILITIES

Home study is a shared responsibility between the school, teachers, students and their parents/carers. In order to get the most out of home study tasks, it is important that everyone understands their obligations and responsibilities.

Brighton Secondary College will support students by:

- fostering lifelong learning and connecting families with the learning of their children, as part of a comprehensive and balanced curriculum within Victorian schools
- ensuring the school's home study policy is relevant to the needs of students
- advising parents/carers of home study expectations at the beginning of the school year and provide them with a copy of the home study policy
- encouraging and expecting students to complete all pre-learning tasks
- provide an opportunity for supervised independent study, through Study Hall, twice a week.

It is expected that teachers will:

- equip students with the skills to solve problems
- encourage real-life problem solving, logical thinking, creativity and imagination
- set varied, challenging and meaningful tasks related to class work to suit the students' learning need
- give students enough time to complete home tasks, considering home obligations and extracurricular activities
- be mindful of the total home tasks that have been assigned to students at any one time
- assess home tasks and provide timely and practical feedback and support
- help students develop organisational and time-management skills
- ensure parents/carers are aware of the school's home study policy
- develop strategies within the school to support parents/carers becoming active partners in home study
- offer a wide range of opportunities for families to engage in their children's learning.

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

- being aware of the school's home study policy and the expectations around the use of the college's student planner
- discussing with their parents/carers home study expectations
- accepting responsibility for the completion of home study tasks within set time frames
- following up on comments 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 and part-time employment.
- actively preparing for class activities by completing all home study requirements
- as appropriate communicate directly to parents about up coming tasks via compass

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

- ensuring students keep a home task and study planner and work together with their student to ensure that home study tasks are completed correctly and on time
- developing a positive and productive approach to home study
- ensuring there is a balance between the time spent on homestudy 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 home study
- attending the school events, productions or displays their child is involved in

- discussing home study with their child in their first language, if English is not the main language spoken at home, and linking it to previous experiences
- linking home study and other learning activities to the families' culture, history and language, linking with relevant services, clubs, associations and community
- ensuring there is a quiet study area for students to complete their home study tasks
- regularly check learning tasks in compass
- take note of due dates and check to see that the work is actually done.

COMPLETION OF HOME STUDY EXPECTATIONS AND FOLLOW UP PROCEDURES

All students are expected to complete all set home study tasks to the best of their ability, ensuring that their work is original and able to be authenticated by their teachers and handed in by the due date. If home study tasks are not completed and the work handed in by the due date:

1. Students will be given an opportunity to submit work with no more than a week's extension on a date specified by the teacher and parents will be notified via a compass pro-forma.
2. Failure to hand work in on the extension date will result in a notification of a detention being issued during which time the outstanding work will need to be completed. Home study detentions will be held on Monday and Wednesday afternoons from 3:30 – 4:30 pm. If the student attends the detention, but still fails to complete the work, then the teacher will notify the parent of the incomplete work, and this will be recorded on compass.
3. Failure to attend this detention may result in the student being placed on an early morning detention.
4. Failure to attend the early morning detention may result in a suspension

Teachers will notify Student Managers of repeat offenders and will require the respective student to attend study hall for a period of no less than two weeks. This is to assist the student to develop positive, lifelong learning and study habits, and encourage them to become responsible for their own learning.

SUPPORT FOR STUDENTS, PARENTS AND CARERS

Teachers at Brighton Secondary College understand that students have different learning styles and interests, and may approach learning activities and home study differently. If you are concerned that your child may not understand the home study tasks that have been set for him or her, or is spending a long period of time completing their home study tasks, we encourage you to speak to their teachers and/or Year Level Student Manager.

Students who may benefit from support completing their home study tasks are encouraged to attend Study Hall in the college library on Monday and Wednesday afternoons between 3:30 and 4:30 pm.

FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide:
- [Homework Guidelines](#)
- [Homework Expectations](#)

PROCEDURE:

If home task is not submitted by due date:

STEP 1 – Extension (Add Compass Chronicle Entry – Non-submission of H/w)

If work is not submitted by extension date (no longer than a week)

STEP 2 – H/w Detention (Add Compass Chronicle Entry – Homework Detention)

If student does not attend detention (go to Step 3)

If student is absent on the day of detention, then it is up to the classroom teacher to re-schedule day of detention (repeat step 2)

STEP 3 – Refer non-attendance to Student Manager who will place student on Friday Morning detention.

STEP 4 – Non-attendance at Friday morning detention may result in suspension.

All h/w detentions occur on Monday and Wednesday every week in D1.

If student is absent on day of detention – teacher on detention duty informs relevant teacher.

It is then up to the classroom teacher to follow up and either re-schedule if absent the whole day or refer to Student Manager if student was present at school, but didn't turn up to detention.

Teachers on duty:

Mondays

Wednesdays

REVIEW CYCLE

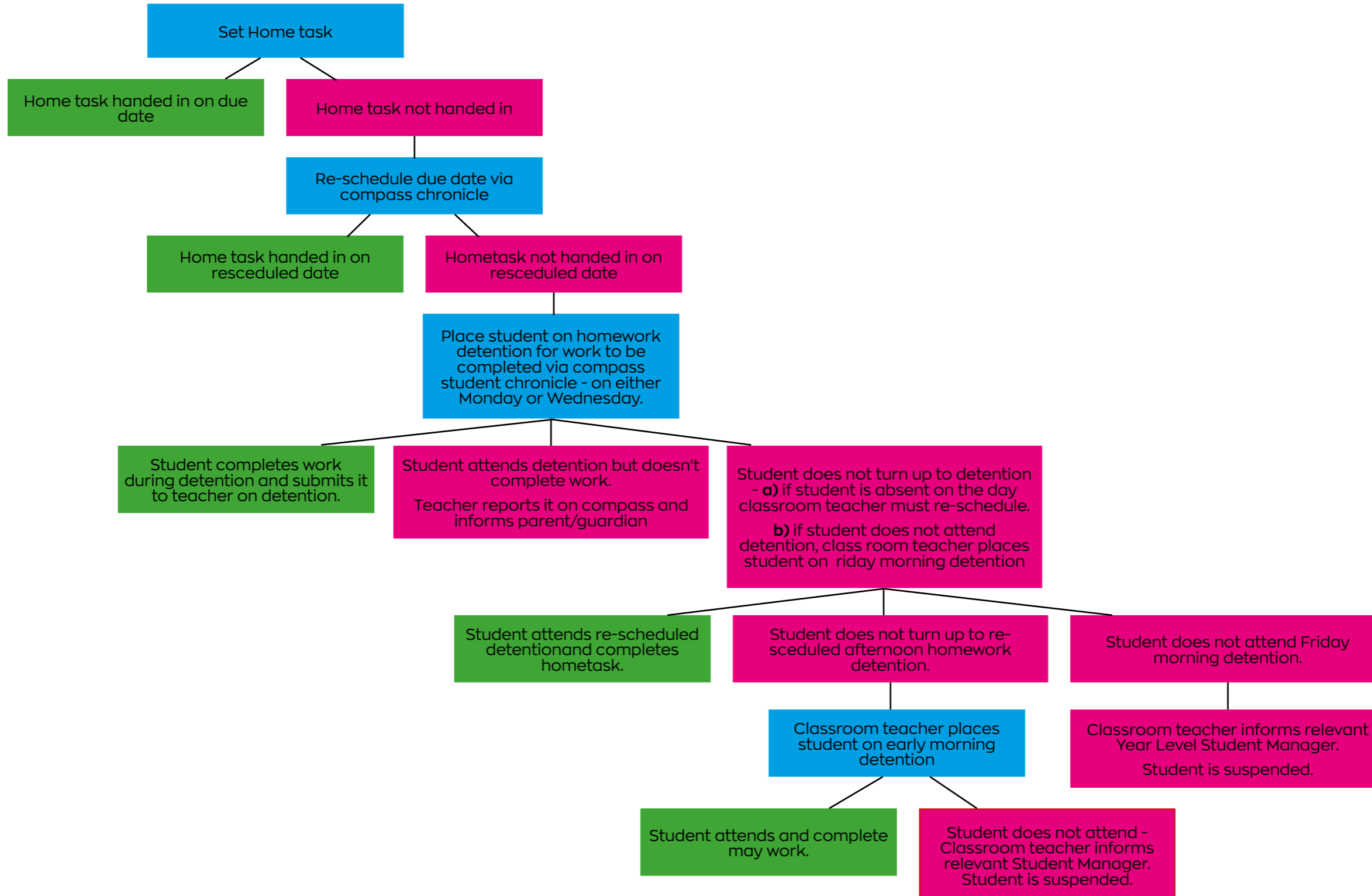
This policy has a 3 year review cycle

LAST UPDATED:
APRIL 2021

LAST RATIFIED BY COLLEGE COUNCIL:
NOVEMBER 2019

NEXT REVIEW DATE:
APRIL 2024

FLOW CHART





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