



HOMEWORK POLICY

Coffs Harbour Bible Church School

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Homework Policy

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Policies and Procedures

1. Introduction

At the Coffs Harbour Bible Church School, we consider homework to be an essential part of all students achieving their potential. Homework provides students with opportunities to consolidate their classroom learning, pattern behaviour for lifelong learning beyond the classroom and involve family members in their learning. The setting of homework takes into account the need for students to have a balanced lifestyle. This includes sufficient time for family, recreation, spiritual needs and employment where appropriate.

Homework that enhances student learning:

- is purposeful and relevant to students needs
- is appropriate to the phase of learning (infant, primary and secondary)
- is appropriate to the capability of the student
- develops the student's independence as a learner
- is varied, challenging and clearly related to class work
- allows for student commitment to recreational, employment, family and spiritual activities.

Homework can engage students in independent learning to complement work undertaken in class through:

- revision and critical reflection to consolidate learning (practising 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, items, information).



2. Student Responsibilities

Students can take responsibility for their own learning by:

- Discussing with their parents or carers homework expectations
- Accepting responsibility for the completion of homework expectations within set time frames
- Following up on comments made by teachers
- Seeking assistance when difficulties arise
- Organising their time to manage and balance home expectations, participation in physical activity and sport, spiritual and recreational activities, and part-time employment
- Recording homework in their diaries for parents to review daily and sign.

3. Teacher Responsibilities

Teachers can help students establish a routine of regular, independent study by:

- Setting homework on a regular basis and asking students to record tasks in their diary for parent review
- Clearly communicating the purpose, benefits and expectations of all homework
- Checking homework regularly and providing timely and useful feedback
- Using homework that is varied, challenging, directly related to class work and appropriate to students' learning needs
- Explicitly teaching strategies to develop organisational and time management skills and providing opportunities to practise these strategies through homework
- Giving consideration to other academic and personal development activities (school based or other) that students could be engaged in when setting homework



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- Discussing with parents and carers any developing problems concerning their child's homework and suggesting strategies to assist with their homework

Teachers may portion some of the student assessment marks to the completion and diligence of homework assigned. Teachers may also report in student portfolios regarding their diligence in completing homework tasks.

4. Parents' and Carers' Responsibilities

Parents and Carers can help their children by:

- Reading with them, talking with them and involving them in tasks at home
- Helping them to complete tasks by discussing key questions or directing them to resources
- Encouraging them to organise their time and take responsibility for their own learning
- Encouraging them to read and to take an interest in, and discuss current, local, national and international events
- Helping them to balance the amount of time spent completing homework, watching television, playing computer games, playing sport and music and engaging in other recreational activities
- Contacting the relevant head teacher to discuss any concerns about the nature of homework and their child's approach to the homework
- Reviewing homework tasks set by teachers (students to write details in their student diary)

5. Expectation in Homework

Homework may comprise of:

- Reading every night – highly recommended
 - Readers



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- Study Guides
- Textbooks – e.g. reading through the next chapter in science
- Writing of spelling list
- Scripture memory
- Set worksheets provided by teachers to reinforce the learning undertaken during the unit
- Assignments – planning out over a longer period of time and completing in sections
- Forward reading for the next unit of work
- Mathematics work to be completed in workbook or online (secondary) – students are all provided with login details
- Completing exercises set in class that day
- Revision of concepts and skills learned that day
- Engaging in online textbook activities and quizzes

5.1 Expectations specific to Infants (Kindergarten to Year 2)

Homework will mainly consist of:

- Revising Scripture verses
- Reading aloud with a parent
- Revising Maths concepts through use of flashcards
- Revising spelling words
- Homework will generally be between 15-30 minutes per day

Parent support may be needed for gathering items for Show and Tell.

5.2 Expectations specific to Year 3 - 6

Expectations specific to Year 3-4

Homework will mainly consist of:

- Scripture Memory practice and revision
- Writing and practicing a weekly spelling list



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- Revision of multiplication facts
- Reading a Study Guide Book and answering the questions (Year 4)
- A weekly writing task - *The Week That Was* (Year 4)
- Homework will generally be between 15-30 minutes per day
- It is commonplace for teachers to assign unfinished classroom activities as homework tasks, which may increase the suggested timeframe

Expectations specific to Year 5-6

Homework will mainly consist of:

- Scripture Memory practice and revision
- Writing and practicing a weekly spelling list
- A weekly MathMate assignment
- Reading a Study Guide Book and answering the questions
- A weekly writing task - *The Week That Was*
- Tasks such as the continuation of classroom work, projects, assignments and research
- Homework will generally be between 30-45 minutes per day
- It is commonplace for teachers to assign unfinished classroom activities as homework tasks, which may increase the suggested timeframe

5.3 Expectations specific to Year 7 - 8

Homework will mainly consist of:

- Scripture memory practice and revision
- Independent reading on a daily basis
- Occasionally reading a Study Guide and answering questions for English class
- Tasks such as continuation of classroom work, projects and assignments, essays and research



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- Homework will generally be between 45 minutes and 1 hour per day, must be coordinated between teachers to avoid excessive workload, and may be set during weekends and school holidays
- It is commonplace for teachers to assign unfinished classroom activities as homework tasks, which may increase the suggested timeframe

5.4 Expectations Specific to Year 9 – 10

Homework will mainly consist of:

- Scripture memory practice and revision
- Independent reading on a daily basis
- Occasionally reading a Study Guide and answering questions for English class
- Reading, research, assignments, assessments tasks and independent projects
- Homework schedules will be discussed with students, with opportunities being made for parents to discuss homework issues with the school
- Students will be provided with formal opportunities to build organisation and planning skills
- Homework will generally increase from 1 to 1.5 hours per weeknight
- It is commonplace for teachers to assign unfinished classroom activities as homework tasks, which may increase the suggested timeframe

5.4 Expectations of Students with Disabilities (SWD)

Students with disabilities who have an Individual Support Plan (ISP) can have homework adjustments made in their ISP. Teachers, in conjunction with parents, can work out an acceptable homework plan for students and have it recorded in the ISP which is communicated to all teaching staff involved in teaching the student.



6. Homework Communication Process

The school will endeavour to communicate homework through the use of the student diary. All homework must be written in the student's diary for the parent to sight and sign, to acknowledge that they are aware of any homework. It is important that the student obtains a parent signature in the diary so that the communication process is acknowledged by the parent. Parents of high school may also opt to have any homework in Google classroom communicated to them in the form of an email which can be sent daily or weekly. This will give parents connectivity to the classroom and opportunity to monitor their students' progress with assignments. (Please see the head teacher for access to this.)

7. Failure for Students to Complete Homework

It is the schools' desire to encourage students to be diligent and committed to establishing a routine approach to completing homework especially, so they don't fall behind in their studies. It is in conjunction with encouragement that discipline may be needed to ensure the completion of student's homework.

Student failure to be diligent in completion of homework tasks and any outstanding schoolwork, will cause them to incur a consequence. This consequence will be dependent upon the severity of the offence and upon teacher discretion. While the teacher will consider the context of the situation at hand, they may enact one or more of the following in order to help the student understand the importance of diligence:

- A demerit
- Loss of merit/s
- Reassigned to complete at a later date
- Detaining students during lunchtime or sport to stay in and complete unfinished work.



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Students who continually fail to complete homework will have an email sent to the parents by the Head Teacher/Highschool subject teachers to outline the problem. This communication is important so that parents may help and support the school to encourage their child to complete their assigned tasks. In the event that this is unsuccessful, a meeting may be necessary with the parents, teacher and principal to work through the issues surrounding homework and schoolwork completion. In the event of this, an email or letter will be sent to parents requiring a meeting at school.

- End of Policy -



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This policy will be reviewed every four years by the principal and the school head teachers.

Revision History

Version	Approved By	Amendment
March, 2009	Diaconate, Coffs Harbour Bible Church	Implementation
March, 2014	Diaconate, Coffs Harbour Bible Church	Reprinted No Change
March, 2015	Diaconate, Coffs Harbour Bible Church	Reprinted No Change
March, 2016	Diaconate, Coffs Harbour Bible Church	Reprinted No Change
November, 2020	Principal, Coffs Harbour Bible Church School	Major updates to entire policy.