



**1. PURPOSE:**

- a. Lara Lake Primary School has a Homework Policy so that we can ensure a consistent approach is adopted across the school which promotes practise of concepts students learn in classrooms

**2. GOALS:**

- To develop sound study habits, responsibility and self-discipline in children
- To foster organisation, understanding and communication between the home and the school
- To stimulate parental/home involvement in student's education by the sharing of knowledge and discussion
- To reinforce and support learning undertaken at school.

**3. IMPLEMENTATION:**

**PREAMBLE**

- a. Generally, homework is designed to reinforce classroom concepts and should not involve new learning or require the parent to be the teacher.
- b. The school's homework policy will be distributed to parents at the commencement of each school year.
- c. The school may include additional challenges that are appropriate to students of a variety of ages, which students may choose to embrace if they wish.
- d. The School acknowledges the balance required between healthy and active home lives and the need to form good study routines out-of-school hours.
- e. Parents should regularly monitor their child's homework but not do the tasks for them. Reading in the lower levels requires 1:1 listening/encouragement.
- f. The School encourages healthy and ongoing communication should there be any issues relating to homework.
- g. Homework will exist at all levels of the school.
- h. As a mandatory part of homework all students will be required to read regularly, with a log kept as a record of book title, time read and date.
- i. In Grades 3-6, some form of Mathematics practise will be a mandatory part of homework.
- j. At all levels, teachers may offer OPTIONAL homework for students to complete. This may be interest based, linked to an Integrated Unit or relate to an aspect of class work.
- k. It is acceptable for teachers to assign unfinished classroom activities as additional homework tasks as long as it is not excessively adding to the overall load.
- l. If the minimum required Homework is not completed and presented each week, then teachers will inform parents of this fact.
- m. Clear records of Homework history need to be kept by teachers to report to parents and future teachers of students to establish patterns – this could be a week-by-week record, or another form of record which tracks history

## GUIDELINES

### PREP AND JUNIOR DEPARTMENTS (YEARS P – 2)

#### Mandatory homework will comprise:

- Home reading is considered mandatory with a minimum of 10 minutes duration, 4 times per week expected. Should they wish, students are free to complete more home reading than this mandatory expectation

#### Optional, but strongly encouraged homework tasks may include:

- Sight vocabulary words
- Oral Language Pack activities
- Home Support Pack (Prep) E.g. Alphabet or counting tasks (where applicable)
- Mathematics or other Mathematics activities
- Other tasks as directed by the class teacher

### MIDDLE AND SENIOR DEPARTMENTS (YEARS 3 – 6)

#### Mandatory homework will comprise:

- Home Reading (a minimum of 20 minutes duration at least 4 times per week)
- Mathematics concept practise (20 minutes duration, twice per week).
- Should they wish to, students are free to complete more Home Reading and More Mathematics than the mandatory expectation

#### Optional homework may include:

- Spelling practise
- Handwriting practise
- Tasks related to the Integrated Unit
- Other tasks as recommended by the class Teacher

#### If the minimum mandatory required homework is either not completed, or not completed satisfactorily:

- a. Teachers MAY elect to allow students a reasonable amount of time (e.g. one extra day) to complete and submit the homework. Note: This may be dependent on the student's prior record of homework completion or any circumstances that may have affected the student's ability to complete the homework.
- b. The Class Teacher will record that the homework has not been completed / completed satisfactorily. A note will be sent home via student alerting parents / guardians to this fact. Parents / guardians will be required to sign the note and return it.
- c. Clear records of Homework history need to be kept by teachers to report to parents and future teachers of students to communicate patterns – this could be a week-by-week record, or any agreed form of record which tracks history

#### 4. RESULT MEASURES:

- a. A diary or similar record should be kept so that home/school communication is organised
- b. A reading log will be kept for the year for each child (this may be incorporated in the child's diary)
- c. Students complete homework on a regular basis and present this to their teachers.



**APPENDIX 1:**

**Homework Guidelines**  
**Prep and Junior Departments (Years P – 2)**

**MANDATORY TASKS (MUST BE COMPLETED EACH WEEK)**

**Mandatory homework will comprise:**

- Home Reading (at least 10 minutes duration at least 4 times per week)
- Should they wish, students are free to complete more Home Reading than the mandatory expectation

**STRONGLY ENCOURAGED TASKS (STUDENTS CAN CHOOSE TO COMPLETE TASKS, BUT THESE TASKS MUST NOT REPLACE HOME READING)**

Depending on the class focus, these **may** include:

- Sight vocabulary words
- Oral Language Pack activities
- Home Support Pack (year Prep) E.g. Alphabet or counting tasks (where applicable).
- Mathematics or other Mathematics activities
- Other tasks as directed by the class teacher.

**If the minimum mandatory required homework is either not completed, or not completed satisfactorily:**

- a. Teachers MAY elect to allow students a reasonable amount of time (e.g. one extra day) to complete and submit the homework. Note: This may be dependent on the student's prior record of homework completion or any circumstances that may have affected the student's ability to complete the homework.
- b. The Class Teacher will record that the homework has not been completed / completed satisfactorily. A note will be sent home via student alerting parents / guardians to this fact. Parents / guardians will be required to sign the note and return it.
- c. Clear records of Homework history need to be kept by teachers to report to parents and future teachers of students to communicate patterns – this could be a week-by-week record, or any agreed form of record which tracks history
- d. Homework incentives such as end-of-term parties may be set up which will rely on history of homework return

**HOMEWORK NOT COMPLETED – PARENT NOTICE:**

Student Name	Date Homework Due
I am aware that my child has not completed and / or presented homework requirements set for the due date above.	Parent / Guardian Signature

**APPENDIX 2**

**Homework Guidelines  
Middle and Senior Departments (Years 3-6)**

**MANDATORY TASKS (MUST BE COMPLETED EACH WEEK)**

**Home Reading:**

To satisfactorily complete Homework, students **MUST** show evidence of Home Reading for 20 minutes duration at least 4 times per week. If no evidence of this is presented, homework is not satisfactorily completed.

**Mathematics:**

To satisfactorily complete Homework, students **MUST** show evidence of Mathematics activities or Mathematics practise at least 2 times per week. This may be either Mathletics, Mathematics work set by the teacher (such as tables practise) or a combination of both. If no evidence of this is presented, homework is not satisfactorily completed.

Note – Students **MAY** of course choose to do more home reading or more Mathematics than what is mandated above. However, it is important that **BOTH** Reading and Mathematics are completed each week (i.e. students should not complete 6 hours of home reading and complete no Mathematics, or vice –versa).

**OPTIONAL TASKS (STUDENTS CAN CHOOSE TO COMPLETE TASKS, BUT THESE TASKS MUST NOT REPLACE EITHER HOME READING OR MATHEMATICS)**

Depending on the class focus, these **may** include:

- Spelling practise
- Tasks related to the integrated unit.
- Other tasks as directed by the class teacher.

**If the minimum mandatory required homework is either not completed, or not completed satisfactorily:**

- a) Teachers **MAY** elect to allow students a reasonable amount of time (e.g. one extra day) to complete and submit the homework. Note: This may be dependent on the student's prior record of homework completion or any circumstances that may have affected the student's ability to complete the homework.
- b) Teacher will record that the homework has not been completed / completed satisfactorily. A note will be sent home in the student's diary alerting parents / guardians to this fact. Parents / guardians will be required to sign the note and return it.
- c) Clear records of Homework history need to be kept by teachers to report to parents and future teachers of students to communicate patterns – this could be a week-by-week record, or any agreed form of record which tracks history
- d) Homework incentives such as end-of-term parties may be set up which will rely on history of homework return

**HOMEWORK NOT COMPLETED – PARENT NOTICE:**

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