



CAULFIELD PRIMARY SCHOOL

HOMework POLICY

POLICY NO. 2.7



Help for non-English speakers

If you need help to understand the information in this policy please contact the School Office.

Purpose:

To outline to our school community the Department's and Caulfield 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 Caulfield Primary School.

Rationale:

Caulfield Primary School has developed this Homework Policy in consultation with the school council to support student learning and wellbeing by:

- fostering good lifelong learning and study habits
- 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 prepare for future lessons
- encouraging students to enrich or extend knowledge individually, collectively and imaginatively
- supporting learning partnerships with parents/carers.

Definition:

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

Policy:

At Caulfield Primary School all homework set by teachers will be:

- purposeful and engaging
- curriculum-aligned
- reflective of Student Voice and Agency where appropriate
- differentiated and appropriate to students' skill level and age
- designed to help students develop as independent learners
- monitored by the teacher
- where appropriate, provide opportunities for parents/carers to partner in their child's learning.

- incorporating the use of ICT where appropriate and meaningful

Implementation:

At Caulfield Primary School, homework will be set according to the guidelines:

Year Level	Homework type	Time expectations
Prep to Year 2	<ul style="list-style-type: none"> ● Enable the extension of class work by practising skills or gathering extra information or materials in an enjoyable way. ● Mainly consist of daily reading to, with, and by parents / caregivers or older siblings in English and Japanese 	<ul style="list-style-type: none"> ● This will generally <i>be 10 – 15 minutes a day in total</i> ● Homework will not be set on weekends or during holidays
Year 3 to 4	<ul style="list-style-type: none"> ● Enable the extension of class work by practising skills or gathering extra information or materials in an enjoyable way. ● Mainly consist of daily reading to, with, and by parents/caregivers or older siblings in English and Japanese ● May include student choice 	<ul style="list-style-type: none"> ● This will generally be 20-30 minutes a day ● Homework will not be set on weekends or during holidays. ● In total homework will not exceed 30 minutes per day
Year 5 to 6	<ul style="list-style-type: none"> ● Mainly consist of daily independent reading in English and Japanese. ● May include extension of class work, projects, assignments and research. ● May include student choice 	<ul style="list-style-type: none"> ● In total homework will not exceed 30 - 45 minutes a day ● Homework will not be set on weekends or during holidays.

The types of homework that teachers at Caulfield Primary School may include are:

- completing consolidation exercises for mathematics
- completing science investigation exercises
- making or designing an artwork
- practising and playing musical instruments
- practising spelling words
- practising sports skills
- practising words/phrases learnt in a language other than English
- reading background material for a subject
- reading English texts prior to class discussion
- reading for pleasure
- Literacy - Japanese (reading, writing, hiragana/katakana character practice)
- researching topics associated with set class work
- applying new skills to home context such as:
 - planning and cooking food, including following a recipe
 - helping to plan a day trip or holiday, including timings, directions and costs
 - growing plants

- reviewing their favourite film or book
- writing a diary entry
- engaging with parents in learning activities such as:
 - rehearsing a presentation with parent/carers, and seeking their feedback
 - interviewing a family member as part of a research project.

Shared expectations and responsibilities:

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

Responsibilities and expectations for **leaders at Caulfield Primary School** are to:

- 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.

Responsibilities and expectations for **teachers at Caulfield Primary School** are to:

- 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 (so tasks are not just busy work nor an opportunity for students to finish off and work not completed in class)
- ensure instructions are clear so that parents and students can easily follow them
- assess homework and provide timely and practical feedback
- ensure the amount of homework set supports a student to engage with a range of recreational, family and cultural activities outside of school hours
- accept all homework attempts even if unable to be completed in the timeframe
- ensure homework time expectations are not exceeded
- ensure homework is balanced across different curriculum areas
- provide opportunity for reasonable adjustments when and where needed
- provide opportunities for Student Voice and Agency where appropriate
- offer opportunities for families to engage in their children's learning.
- acknowledge those students who regularly complete their homework

Responsibilities and expectations for **students** are:

- being aware of the school's homework policy
- discussing and determining homework expectations with their parents/carers
- accepting responsibility for the completion of homework 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 (for older students).

Responsibilities and expectations for **parents/carers** are:

- ensuring there is a balance between the time spent on homework and recreational, family and cultural activities
- ensuring their child/ren work to the set time frame even if work is unfinished
- talking to teachers about any concerns they have about the homework including their child's capacity to complete homework
- discussing homework with their child in their first language, if English is not the main language spoken at home,
- in dialogue, linking homework to:

- previous experiences the child and/or parent/carer may have had
- family culture(s), history(ies) and language(s)
- relevant services, clubs, associations and community.
- ensuring there is a quiet study area for their child to complete homework.

Support for students and parents/carers:

Caulfield Primary School understands that students have different learning strengths, preferences and interests and may approach learning activities and homework differently. If parents/carers are concerned their child may not understand the homework tasks that have been set or are spending a long period of time completing their homework, we encourage parents/carers to speak to their child’s teacher.

Communication:

- Included in the staff compendium
- Available publicly on our school’s websiteIncluded in staff handbook/manual
- Reminders in our school newsletter
- Discussed at annual staff briefings/meetings
- Discussed at parent information sessions
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

- [Homework – Department Policy](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	April 2024
Approved by	CPS School Council
Next scheduled review date	April 2027