



TOWNSVILLE GRAMMAR SCHOOL

HOMEWORK POLICY & GUIDELINES PREP-YEAR 12

PURPOSE	Townsville Grammar School views homework as important for the continued development of skills, habits and experiences which promote independent and effective learning. This policy aims to ensure that homework is purposeful, productive and appropriately challenging for all year levels.		
SCOPE	Students, parents and employees, including full-time, part-time, permanent, fixed term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements at Townsville Grammar School.		
REFERENCES	School Diary		
REVIEWED	Annually	NEXT REVIEW DATE	January 2027
POLICY OWNER	Director of Curriculum		

Policy

Townsville Grammar School views homework as important for the continued development of skills, habits and experiences which promote independent and effective learning. To ensure that homework is purposeful, productive and appropriately challenging, the School has in place:

- Homework Policy & Guidelines
- Recommended times for homework for each year level
- Lunch time and after school tutorial program
- Hints on how to study
- Suggestions about where to seek help with any difficulties which arise in a students' attempts to establish an effective routine for the completion of homework
- School diary
- [Moodle](#) – availability of online subject course material and resources

THE PURPOSE OF HOMEWORK

Homework is set in order to achieve a number of goals.

- Homework helps students by complementing and reinforcing classroom learning.
- It fosters good study habits to enable lifelong learning.
- It provides students an opportunity to be responsible for their own learning.
- Students benefit from completing homework regularly.
- Homework helps students develop their organisational and time-management skills, self-discipline and skills in using out-of-school resources.

There are obvious reasons why the extent of homework should be increased as students move through the School however, we also need to ensure that there are appropriate limits. Homework needs to be appropriate to the phase of learning (Junior, Middle, Senior) and appropriate to the capability of the student. The School recognises the need for a balanced life and that students must have time to pursue other activities.

TYPES OF HOMEWORK

- Literacy focus – reading and spelling (Prep-Year 2)
- “Homework Menu” and regular reading (Years 3-6)
- Completing classwork
- Work which reflects what has been taught in class, such as revision questions or revision worksheets, and note taking activities.
- Completion of a step or stage in an assignment currently being facilitated by the class teacher (Years 7-9).
- Assignments:
 - In the Junior and Middle school years, completion of assignments should occur through a combination of classwork/class time and individual time.
 - In the Senior school years, completion of assignments may be done almost entirely out of class time.

GUIDELINES FOR HOMEWORK TIME ALLOCATIONS

Homework is an important part of an effective study routine. The following hours are listed as a guide for parents/carers and students. Actual times will differ from week to week, according to many variables such as effective use of class time, speed and efficiency in particular subjects, and whether students have paced themselves effectively to complete tasks which are set over a week or more. However, if students are routinely spending well in excess of the time recommended, parents/carers may wish to speak to the individual teacher.

	Hours per week	Minutes per weeknight	Subjects	Guide
Prep – Year 2	1/3-1	5-15 Mon-Thu	Reading, spelling and other activities as required	For Years 1 & 2, a reading log is to be completed and signed each evening recording the pages and books students have read
Years 3-6	1-2	15-30	“Homework Menu” *	It is an expectation that students spend additional time each night reading for enjoyment. For Year 3, a reading log is to be completed and signed, each evening recording the pages and books students have read
Year 7	4.5	About 45	At least 45 minutes per week each for English, Mathematics and Humanities	Up to 30 minutes per week for learning areas: Science & Modern Languages. Homework related to the completion of classwork is required at various times in the semester for remaining subjects
Year 8	5.5	About 60	At least 60 minutes per week each for English, Mathematics, Humanities and Modern Languages	Homework related to the completion of classwork is required at various times in the semester for remaining subjects
Year 9	7.5	About 90	At least 75 minutes per week each for English, Mathematics, History and Science	Up to 45 minutes for each of the other subjects
Year 10	10	About 120 minutes	.5 hour for each lesson per day → 3hrs	Additional time on the weekend
Year 11	12-18	About 150 minutes	.5 hour for each lesson per day → 3hrs	Additional time on the weekend
Year 12	15-22	About 150 minutes	.5 hour for each lesson per day → 3hrs	Additional time on the weekend

* The completion of various enriched, Academic, performing art and sporting activities.

Setting homework: successful strategies teachers employ

- The “Homework Menu” program encourages student ownership and choice; the empowerment of students to become self-directed learners; and fosters a sense of curiosity and love of learning (Years 3-6).
- Time for class feedback and sharing of the homework experiences that adds meaning and purpose to the exercise (Years 3-6).
- Writing all homework on the board, in the same format as students write it in their diaries e.g. English 26/4, Complete questions 3 and 4 on Wide Reading sheet.
- Check that students have entered homework completely and correctly in their diaries.
- Indicate the length of time students are expected to spend on the task or assignment e.g. 10 minutes.
- When homework is not done, take steps to ensure it is completed. i.e. record of non-completion, lunch detention, contact parents – write a note in the diary or phone/email home.

Holidays and Homework

Students are very busy during term-time. This means that for students, holidays should present an opportunity for a break from many of the pressures of study. Teachers may recommend that students undertake some reading pertinent to their study (Years 10-12 only).

Year 7 Term 1 – Special Arrangements

The beginning of secondary school represents a new chapter in students’ lives. At Townsville Grammar School we recognise that students need time to understand and respond to our expectations and arrangements. Part of this relates to homework. During first term in Year 7, all teachers follow the following arrangements:

- No assignments are completed entirely or substantially outside class: teachers will ensure sufficient class time so that students do not need to undertake excessive hours of independent work outside class time.
- Teachers check that homework has been entered accurately by students in their diaries.
- Teachers include an indication of the time they estimate students should spend on the set task.
- Parents are asked to monitor students doing their homework, and if necessary, write a note when a student has spent the allotted time on homework and it remains incomplete.

Lunch time & After School Tutorials

During the School term, the School offers lunch time and after School tutorials for students in Years 7–12. Year 7 students may attend tutorials for general assistance in “Homework Help”. All students may attend subject specific tutorials for assistance with class work and homework on a specified afternoon. Please see the School Website for the tutorial timetables.

HINTS ON HOW TO STUDY

TIME MANAGEMENT	<p>Routine is essential. It is extremely important to have a regular study time and to stick with it. The first step to good time management is to plan ahead – weeks, months and entire semesters. Develop short and long-term time management plans to organise your study as effectively as possible.</p> <p>The next step is to prioritise your tasks – decide which tasks are most important and should be completed first.</p>
ORGANISATION	Use your school planner in the diary to stay organised. Fill in things you must do (classes, work, practice – things you cannot change) at the beginning of each term. Write down appointments and class assignments. Make a daily checklist. Set priorities.
DISTRACTIONS	Choose a place to study where you can minimise distractions. Think about noise and lighting. Also consider how you will manage interruptions from others and your electronic devices.
LEARNING EFFECTIVELY	<p>Levels of processing: Find out the difference between deep and shallow processing. Information is more effectively stored in long term memory if you use deeper processing strategies such as summarising, explaining to others and elaborating.</p> <p>Summarising: This is a really important skill. Work out what form best suits you (mind maps, written summary, diagrams) – plenty of space and a minimum of words is usually best. Keep your summaries together in a notebook or electronic folder.</p> <p>Revision: Revision of summaries at regular intervals will save you time and having to restudy the topic in detail. Forgetting occurs fairly quickly after learning. Therefore, it is important to revise a new piece of work within twenty-four hours. Try and connect where possible with previous knowledge. Well prepared summaries can be of great assistance in revising for tests and exams in content-heavy subjects. Problem-solving practice is useful in subjects such as Mathematics.</p>
SLEEP	Good sleep habits are essential for learning and wellbeing. Studies show that those who skip on sleep retain less of what they have learnt the previous day and concentrate less effectively the next.
BALANCE	Students who maintain a balance between school, work, social activities and self-care are more productive, happier and successful.

WHO TO CONTACT WHEN HELP IS NEEDED ABOUT HOMEWORK

Homework is too difficult?

Contact the Class teacher (Prep-Year 6) or Subject teacher (Years 7-12). If this is happening in more than one subject, speak to your Head of House.

Disorganised? Unsure of how to go about homework?

For students in Prep-Year 6, speak to the Class teacher. Students in Years 7-12 please speak to your Subject teacher, Form teacher or Head of House, after first working with the *Twelve Steps to Success with Homework - A Guide for Students*, which is available overleaf and in the School diary.

Too much homework?

If it is in one subject only, the first person to talk to is the Class teacher (Prep-Year 6) or Subject teacher (Years 7-12). If the issue is across a number of subjects, speak to the Head of Campus at the Junior School or your Year Level Coordinator (Year 7) or Head of House (Years 8-12).

Not able to complete the task in the set time?

Write a note in the diary, signed by parents, explaining to the subject Teacher that a problem has arisen which prevented the completion of the task by the due date. Family commitments or special circumstances do take priority at times. Please advise in advance if assessment timelines will not be met by contacting the Curriculum Co-ordinator (Year 7), Head of House (Years 8-11) or the Director of Curriculum (Year 12).

Will not be able to complete the task by the due date?

The student should speak to the Class teacher (Prep-Year 6) or Subject teacher (Years 7-12), in advance, and outline reasons why an extension of time should be granted. For Year 12, students an Access Arrangements and Reasonable Adjustments (AARA) application may be required, please speak to the Director of Curriculum.

When all else fails?

Head of Campus (Annandale & North Shore Campuses)

Director of Curriculum (North Ward Campus)

TWELVE STEPS TO SUCCESS WITH HOMEWORK – A GUIDE FOR STUDENTS

1. Use your diary in class to enter all work to be completed each day.
2. Develop your Time Management Plan (in diary) at the start of each term.
3. Write your name on everything.
4. File all loose sheets in your folder in their subject sections.
5. Check your diary and assessment calendar regularly, to ensure that you have covered all work which has been set by your teachers.
6. Pack your schoolbag carefully.
7. Decide which tasks are most urgent/prioritise.
8. Complete set homework tasks.
9. Work on long-term projects and assignments.
10. Revise for tests and other assessments.
11. Read all your handouts and regularly check Moodle for subject updates.
12. Edit your written work.

If you encounter difficulties, please seek assistance from your Class Teacher, Head of Faculty/Curriculum Leader or Head of House/Year Level Coordinator.

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