



MINARAH
RABBI ZIDNI ILMA

Homework Policy

February 2024

Purpose

This Policy outlines the procedures involved in regards to homework. It explores the processes pertaining to homework at Minarah College.

Date of last review:	February 2024	Author:	Principal/s
Date of next review:	February 2025	Owner:	Principal/s
Type of policy:	State-wide (DoE) Tailored by school	Approval:	School Board
Key contract email:	principal@minarah.nsw.edu.au	Key Contact Number:	02 8783 9188

Positioning Within Minarah Operational Model

Component	Element
<input type="checkbox"/> Strategic Leadership and Planning	
<input checked="" type="checkbox"/> Monitoring, Reporting and Data	
<input type="checkbox"/> Governance and Accountabilities	
<input checked="" type="checkbox"/> Teaching and Learning	
<input checked="" type="checkbox"/> Culture, Ethos and Wellbeing	
<input type="checkbox"/> Curriculum and Assessment	
<input type="checkbox"/> Pathways and Enrichment	
<input type="checkbox"/> Parents and Community	
<input type="checkbox"/> Finance, IT & Estates	
<input type="checkbox"/> Our People	

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1.0 Homework Policy

Homework is work that enhances student learning, is purposeful and relevant to student's needs. It should be appropriate to the phase of learning and to the capability of the student, varied, challenging, and clearly related to class work.

Homework provides students with the 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 considers the need for students to have a balanced lifestyle.

Homework includes the extension of class work, independent reading, projects, and research. Each faculty and subject will have its own requirements for the type of homework that will be set. For further information, please consult with the relevant Head of Department or class teacher.

2.0 Responsibilities

Teachers

Teachers help students establish a routine of regular, independent study by ensuring the school's homework policy is implemented, setting homework on a regular basis, clearly communicating the purpose, benefits and expectations of all homework and most importantly checking homework regularly and provide timely and useful feedback. All teachers should discuss with parents/carers any developing problems concerning their child's homework and suggesting strategies to assist with their homework. Finally, teachers should always encourage students to revise their homework and class work regularly to enhance their understanding and learning.

Students

Students take responsibility for their own learning by being aware of the school's homework policy, maintaining and recording homework in the school diary and accepting responsibility for the completion of homework tasks within set time frames. Students should never hesitate to seek assistance when difficulties arise and making corrections to their homework when it is marked, to enhance their understanding and assist them with future tasks.

Parents/Carers

Parents/guardians help their children by talking with them, involving them in tasks at home including shopping, playing games and physical activity. Parents/carers should constantly encourage them to organise their time and take responsibility for their learning, encourage them to read and to take an interest in and discuss current, local, national, and international events and periodically monitor their child's homework diary ensuring that homework is being set, recorded and completed. Finally, Parents/carers must contact the relevant teacher to discuss any concerns about the nature of homework and their children's approach to the homework

3.0 Failure to complete homework

Failure to complete homework on a regular basis could result in at least one of the following:

- Letter to parent/carer
- Parent/student/teacher meeting
- Referral to Head of Department and/or Head of Welfare
- Completion during lunchtime (first time offence)
- After-school detention (several occurrences)

4.0 Homework assistance

Libraries and technology such as homecomputers, student laptops, E-mail and the Internet will assist students with organising and accessing homework information and skills. The school library is available to students. Homework section on TEAMS is useful to develop students' organisational skills, time management and to improve home-school communication.

5.0 Homework procedures

If a student knows he/she will be absent on a particular day, then the work should be ready on the day he/she returns. If a pattern of homework non-completion occurs, a letter will be sent home. Warning letters alert parents/guardians when non-completion of work leads to endangering the award in the HSC.

Homework may include:

Practice exercises: providing students with the opportunities to apply new knowledge, or review, revise and reinforce newly acquired skills including:

- Consolidation exercises e.g. Maths exercises
- Practicing for mastery e.g. spellingwords, grammar exercises
- Revising information about a current topic
- Practicing words or phrases learnt in a language other than English
- Reading for pleasure
- Essay writing Preparatory homework – providing opportunities for students to gain background information on a unit so that they are better prepared for future lessons
- Background reading
- Reading e.g. English text for class discussion
- Researching topics for a class unit of work
- Collecting items e.g. newspaper articles for a media unit. Extension assignments- encouraging students to pursue knowledge individually and imaginatively, are including: Writing e.g. a book review
- Making or designing something e.g. an art work
- Investigations e.g. Science, Social Science

- Researching e.g. History
- Information retrieval skills e.g. Using a computer to find material on internet •Monitoring e.g. advertising in particular newspapers

IF STUDENTS ARE ABSENT, IT IS THEIR RESPONSIBILITY TO FIND OUT ABOUT HOMEWORK AND COMPLETE.



6.0 Warning Letter: Failure to Complete Homework

Minarah

Warning letter: Failure to complete homework

Date:

Dear parent/carer,

Your son/daughter has not completed homework on a regular basis.

Specifically, the following tasks have not been completed:

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.....
.....
.....

which was/were set for homework on and was/were due for completion by.....

Homework is an important aid to learning. It enables a student to revise and consolidate work treated in class. Students who regularly complete their homework develop research skills, establishes habits of study, concentration and self-discipline, which will serve them for the rest of their lives.

Failure on a regular basis to complete homework can affect your son/daughter's academic progress.

I am certain you share our concerns for your son/daughter's progress and that you will discuss this serious matter with him/her especially the need to organise home time to ensure homework is completed on time. Please do not hesitate to contact the College if you wish to discuss this matter further. Yours sincerely,

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Class teacher
(Name and Signature)

Head of Department
(Name and Signature)

Document Control

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Version number:	v1.3		
Applies to:	All of Minarah Staff		
Responsible Review Officer:	Principal/s		
Approved by:	Minarah Board	Meeting Date:	

Revision History

Version	Revision Description	Revised By	Date
v1.0	Authored	Jay Halai	February 2021
v1.1	Template Change	Jay Halai	February 2022
v1.2	Template change	Saireen Hussain	February 2023
v1.3	Review	Samina Ali	February 2024