



Help for non-English speakers

If you need help understanding the information in this policy please contact the General Office at 5447 7722.

Policy

This policy outlines the obligations of Crusoe College relating to homework, including English as an Additional Language (EAL) students. This is based on the guidelines set out by DET available via:

<https://www2.education.vic.gov.au/pal/homework/policy>

It is expected that students will take responsibility for their learning by

- being aware of the school's homework policy
- completing unfinished classwork at home in addition to structured homework
- discussing their homework expectations with their parents/carers
- accepting responsibility for the completion of homework tasks within set time frames
- following up on feedback given 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.

It is expected that teachers will:

- ensure parents/carers are aware of the school's homework policy
- set differentiated, challenging and meaningful tasks related to class work to suit students' learning needs, including students with diverse learning needs
- give students enough time to complete homework, considering home obligations and extracurricular activities
- assess homework and provide timely and practical feedback and support in class
- record submission of homework via Compass and report on homework completion on Progress and Semester Reports
- help students develop organisational and time-management skills
- develop strategies within the school to support parents/carers becoming active partners in homework completion

It is expected that parents/carers will support their children by:

- being aware of the school's homework policy
- developing a positive and productive approach to homework
- ensuring there is a balance between the time spent on homework and recreational activities
- communicating with teachers about any concerns they have about the homework
- ensuring students keep a homework diary to manage time and deadlines
- ensuring there is a quiet study area for students to complete their homework tasks at home

Structured Homework guidelines

Years 7 & 8

Subject	Minutes per week
English, Mathematics	A task taking approximately 20-30 minutes per subject per week. This will be formally reported on in Progress Reports and Semester Reports.
All other subjects	Entire subject teams (e.g all Year 8 Science classes) may set a task taking approximately 20-30 minutes per subject per week. This will not be formally reported on in Semester Reports.

Years 9 & 10

Subject	Minutes per week
English, Mathematics	Semester 1: A task taking approximately 20-30 minutes per subject per week. This will be formally reported on in Progress Reports and Semester Reports.
	Semester 2: A task taking approximately 30-45 minutes per subject per week. This will be formally reported on in Progress Reports and Semester Reports.
VCE subjects	Students in VCE subjects must be willing to undertake approximately 2 hours per week of work outside of school to work to their capacity in this subject. VCE subject homework will not be structured on Compass, however, it is an expectation unfinished work in class is completed outside of school or students may not meet outcomes in the units.
All other subjects	Semester 1: Entire subject teams (e.g. all Year 9/10 Match Fit classes) may set a task taking approximately 20-30 minutes per subject per week. This will not be formally reported on in Semester Reports.
	Semester 2: Entire subject teams (e.g. all Year 9/10 Match Fit classes) may set a task taking approximately 30-45 minutes per subject per week. This will not be formally reported on in Semester Reports.

Supporting students to complete Structured Homework

Students at Crusoe College will have several supports in place, both proactive and reactive, to ensure they complete Structured Homework by the given due dates.

Crusoe Homework Club

All students can attend Crusoe Homework Club to support their completion of Structured Homework outside of school hours.

Crusoe Homework Club will

- be held twice a week in the GLC from 3:15 pm- 3:45 pm and appear on all student timetables
- ensure bus travelers and non-bus travelers are welcome to attend as long as they are completing school work
- give all students access to a motivating environment with access to computers to complete their work
- be supervised by teaching staff as part of their duty commitments

Students not submitting Structured Homework to the required standard

Students not submitting Structured Homework will be supported to do so by the following actions

Homework non-completion	Teacher action	Student action
First-time	Teacher has a one on one conference with the student asking what is stopping them from completing the task. The teacher modifies work next time if the student genuinely cannot engage with the tasks due to their learning needs.	Student explains if they cannot complete the work due to gaps in their knowledge or if they are simply refusing to. Student works to the best of their ability next time.
Second-time	Teacher enters a Compass post highlighting the “Not completing homework as required” box.	Students and parents see this post on Compass and via email. Students are encouraged to submit homework the following week and attend homework club to support the completion of the work.
Third-time	Teacher enters another Compass post highlighting the “Not completing homework as required” box.	Students and parents see this post on Compass and via email. Students are encouraged to submit homework the following week and attend homework club to support the completion of the work.
Subsequent non-submissions	Teacher calls home to discuss, with parents, further support for students to complete Structured Homework in addition to Crusoe Homework Club* *This may happen earlier at the classroom teacher’s discretion.	
Optional	Teacher enrolls the student in a Lunchtime Detention session to provide time for the student to complete the unfinished Structured Homework.	Student attends Lunchtime Detention session and uses the time to complete the unfinished work with teacher support.

POLICY REVIEW AND APPROVAL

Policy last reviewed	01/02/2024
In consultation with	School Council
Approved by	Principal
Next scheduled review date	November 2026