# Guidelines when providing homework – secondary exemplar

**Purpose**: this exemplar supports school leaders in planning and developing homework guidelines. It is designed to be adapted to the specific needs of individual schools and aligns with the suggested structure provided on the [Homework](https://education.nsw.gov.au/schooling/parents-and-carers/going-to-school/learning-resources/homework) webpage.

## Rationale

The NSW Department of Education’s [Curriculum policy standards](https://education.nsw.gov.au/policy-library/policies/pd-2005-0290) require that schools develop homework guidelines in consultation with key community stakeholders, including parents and carers, students and teachers. Schools must develop homework guidelines that communicate the school’s position on providing homework for students.

Homework provides opportunities for students to develop essential skills such as time management and good work habits. The skills developed through routine homework can be applied across other subjects and practical situations in students’ daily lives.

## Consultation

In 2024, **Mountain Top High School** engaged its wider community to determine the most appropriate approach to homework for the school context. This consultation included:

* distributing a survey to parents and carers, students, and teachers to gather feedback on homework preferences and options
* principal-led presentations at Parents and Citizens Association (P&C) and the NSW Aboriginal Education Consultative Group Incorporated (NSW AECG Inc) meetings on **16 September 2024**
* reviewing survey feedback with the school’s homework committee
* developing draft homework guidelines prepared by the homework committee and endorsed by the principal
* presenting the draft guidelines to the P&C and NSW AECG Inc for feedback and endorsement for implementation in 2025.

## Homework guidelines statement

**Mountain Top High School** will provide planned and monitored homework as part of a learning program for students. Teachers may also require students to complete assessments and unfinished classwork as part of their homework to ensure they remain up to date with their learning.

## Implementation

The nature, frequency and volume of homework will be determined by the teacher’s professional judgement in consultation with head teachers. Homework tasks will be designed to avoid imposing unreasonable workloads on students.

Student’s school diaries will be used by teachers and students to record and monitor homework completion.

Parents and carers will be informed about homework expectations and routines at the start of each school year. This information may be shared during parent information nights, through the newsletter or via specific letters outlining homework requirements.

These guidelines will also be provided at the time of student enrolment and published on the school’s website for parents and students.

**Homework should be:**

* appropriate to the student's skill level and age
* engaging, challenging and, where appropriate, open-ended
* purposeful, meaningful and relevant to the curriculum
* assessed by teachers, with timely feedback and support provided.

### Roles and responsibilities

**School leaders**

* Establish a clear timeline and process for monitoring, evaluating and reviewing the homework guidelines
* Monitor the implementation of the homework guidelines

**Teachers**

* Plan homework tasks that align with curriculum goals and individual student needs
* Monitor and provide feedback on homework in a timely manner
* Communicate homework expectations clearly to parents and carers and students

**Students**

* Use their school diary at school and at home to record, prioritise and organise homework
* Accept responsibility for the completion of homework expectations within set time frames
* Discuss homework expectations with parents and carers
* Organise their time to manage and balance home expectations, participation in physical activity and sport, cultural and recreational activities and part-time employment
* Seek assistance from teachers when needed
* Act on feedback given by teachers

**Parents and carers**

* Regularly check their child’s school diary
* Reinforce the importance of homework
* Provide an appropriate environment for their child to successfully focus on homework
* Help their child balance homework, playing sport and music, part-time work and engaging in other recreational activities
* Support their child to complete tasks by discussing key questions or directing them to resources
* Communicate with teachers if homework is unachievable or if concerns arise about their child’s approach to homework
* Encourage their child to read and to take an interest in discussing current local, national and international events

## Monitoring, evaluation and review

The homework guidelines will be implemented from Term 1 2025 at **Mountain Top High School**.

A formal review and evaluation of the guidelines will be conducted in 2029, unless otherwise communicated by the principal.

Table 1 – policy review and approval

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| --- | --- |
| ****Action**** | ****Date or person**** |
| **Guidelines last reviewed** | October 2024 |
| **Consultation** | P&C, NSW AECG Inc, homework committee, parent and carer survey, school executive |
| **Approved by** | Principal – John Smith |
| **Next scheduled review date** | 2029 |

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