



This policy statement has two parts:

Policy related to non-assessable home study set by subject teachers on a daily basis. Policy related to assessable home study in the form of assignment or research work set by subject teachers.

Principles

- Home study is an opportunity for parents to participate in their child's education. Parents, in partnership with the College, should encourage their children to establish good homework patterns from Year 7. It is very difficult to develop these habits in later years, as students become more heavily involved in social life, recreational activities and part-time employment.
- This policy is available on the College website.
- Students benefit from completing home study regularly. Home study helps them develop organisational and time-management skills, self-discipline, skills in using out-of-school resources and personal responsibility for learning
- Students must use their college organisers, email and College portal. These methods provide a means of regular communication between parents and the school.
- Failure by students to complete home study on a regular basis will be followed up with parents.

Middle Years 7 - 9

Home study is not an extra task. Home study

- Enables the extension of class work by practising skills or gathering extra information or materials.
- Includes daily independent reading.
- Includes revision and extension of class work, projects and assignments, essays and research.

As a general guide:

Year 7: minimum of 60 minutes for four nights a week with a maximum of six hours

Year 8: minimum of 90 minutes for four nights a week

Year 9: minimum of 120 minutes for four nights a week.

Senior Years 10 - 12

Home study will generally increase, and require from 2–3 hours per week night, with up to 6 hours on weekends during peak VCE periods. Year 12 will normally require a minimum of 20 hours per week. VCAL students also need to spend time studying at home in order to fulfil course requirements.

Submission of Work

It is the responsibility of the student to present completed tasks to the subject teacher by the due date. Students are to submit work directly to the teacher, via the College portal or email as requested by the teacher. Student work is not to be accepted by office staff or at the staffroom door.

Non-Assessable Home Study

Repeated non-compliance with the set home study requirements should be considered as a breach of school rule; hence appropriate penalties should be imposed.

The subject teacher should handle non-compliance and issue appropriate penalties eg. Lunchtime and/or after school study class to complete required work. The teacher needs to inform the House Coordinator.

Assessable Home Study

The policy set out is uniform although it differentiates Year 7- 10 from Year 11 -12. The John Paul College Senior Administrative Handbook will take precedence over this policy.

Late submission without penalty may be allowed if a note with a reasonable and appropriate explanation from the parent/guardian accompanies the work or is presented prior to the due date.

In implementing the above policy the following points need to be remembered:

- The subject teacher should see that the assignment or research task set is differentiated to cater for the needs of all students.
- Specific instruction as to the nature, length, date of submission along with aims, methodology, bibliography, etc., should be made available to the class.
- The subject teacher may consult the Resource Centre on resources available in the school.
- Non-compliance with set home study requirements is a breach of the school rules and will be dealt with accordingly.

Procedures for Overdue Assessment Tasks

It is the student's responsibility to complete all assessment tasks. If a student fails to submit an assessment task, the following procedures must be implemented:

1. The subject teacher creates an Overdue Work Notice via JPC Assist on JPC Net. The creation of this notice generates an email to the teacher, student, Pastoral Group teacher, House Coordinator and Faculty Leader. The parent / guardian will receive a copy via email or post depending on the information stored in Synergetic. The pastoral care teacher is encouraged to remind the student of the need to complete the required assessment task.
2. The teacher is responsible for arranging a time for the student to complete the work at lunchtime or after school as required ensuring the student completes the work to a satisfactory standard. A detention notice must be issued in the case of after school meetings.
3. If the student fails to attend the detention and the assessment task is not submitted the subject teacher sends an email to the Student Services Centre noting the student's name, subject, task, original due date and detention date. Student Service Centre organises the attached letter to be signed by the subject teacher and House Coordinator, and posted home to the parent / guardian. Student Services Centre to inform the pastoral care teacher and add the letter to Synergetic User Forms.

A NS (non-submission) of work must not be placed on the student's report if the above procedures have not been followed.

Date:

Dear (Parent / Guardian)

Re: Non-submission of Assessment Task

Subject: (name of subject)

Assessment task: (name of assessment task)

Due date: (original due date)

We inform you that (student's name) has failed to submit the above assessment task and attend the scheduled detention on (insert detention date) to support (student's name) to complete this task to a satisfactory standard. This non-submission of work will be recorded on (student's name) report. If there are particular circumstances regarding the non-submission of this work that need to be communicated, please contact the subject teacher.

Please confirm receipt of this letter by calling the Student Services Centre on 9784 0207. If you wish to discuss this matter further, please call me on 9784 0200.

Yours faithfully

Subject teacher

House Coordinator

VCE and VCAL Units

Teachers are required to follow the procedures as outlined in the current John Paul College Senior Administrative Handbook as available on JPCNet via the Post Compulsory Pathways page <http://jpcnet.jpcvictoria.catholic.edu.au/homepage/1078>

A Pending N Notice must be issued through JPCNet if the student is at risk of failing to achieve an 'S' (satisfactory completion of an outcome). Please see the Post Compulsory Pathways Coordinator for further clarification as necessary.

Police ratified by College Board: 7 November 2013

Next review date: 2017

Person responsible: Policy Review Committee