



## BOOKWORK AND HOMEWORK POLICY

### Bookwork Expectations

Students' books should be a source of knowledge for students to revise and utilise during assessment periods. They should be organised and neat and thus a source of pride for students.

To assist students develop their note taking and organisational skills, the following expectations apply to all student notebooks at Mackay Northern Beaches SHS.

A student notebook must have:

#### Bookwork

- Margin on the left hand side;
- Headings for each day's work as well as a Date;
- Use blue or black pen for general notes with headings underlined;
- Handouts either glued in or a display folder kept storing all handouts.
- References to text book pages

#### Digital Documents Formatting

- Document formatting
- Specific subject will have additional expectations
- Font Size 11pt
- Spacing 1.5
- Referencing
- OneNote to be used for each subject
- Folder structure includes a folder for each subject, unit folders within it, all backed up on H:drive regularly.

Teachers will be doing bookwork checks regularly as will Head of Departments and Administration.

### Homework Expectations

Studies show that students who complete homework generally outperform students who do not. Homework can improve students' study skills, improve their attitudes toward school, and demonstrate that learning can take place outside of formal schooling.

By providing students with learning opportunities that strive to maximise outcomes, we aim for all Mackay Northern Beaches SHS students to be active citizens, who take responsibility for their own learning in their ever-changing life roles as family, community and workforce members.

#### Homework that enhances student learning:

- Is purposeful and relevant to student needs.
- Is appropriate to the phase of learning either in the middle or senior phase of learning.
- Is appropriate to the capability of the student.
- Develops the student's independence as a learner.
- Is varied, challenging and clearly related to class work.
- Allows for student commitment to recreational, employment, family, and cultural activities.

In the **Middle Phase (years 7, 8 and 9)** students should be given more responsibility for their own learning and homework can be completed daily or over a week or fortnight. They can be required to engage in independent learning to complement work undertaken in class. Homework in year 7, 8 and 9 could be between **2.5 to 5 hours per week**.



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In the **Senior Phase (year 10, 11 and 12)** the amount of time devoted to homework and independent study will vary according to the student's learning needs and individual program of learning, determined through their Senior Education and Training (SET) Plan but generally should be between **5 to 8 hours per week**.

### Role and responsibilities:

**Students** can take responsibility for their own learning by:

- Being aware of the school's homework policy and writing homework in their student diary.
- Discussing with their parents or caregivers homework expectations.
- Accepting responsibility for the completion of homework tasks within set time frames.
- Following up on comments made 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.

**Parents and Caregivers** can help their children by:

- Reading to them, talking with them and involving them in tasks at home including shopping, playing games and physical activity.
- Helping them to complete tasks by discussing key questions or directing them to resources
- Encouraging them to organise their time and take responsibility for their learning.
- Encouraging them to read and take an interest in and discuss current local, national and international events.
- Helping them to balance the amount of time spent completing homework, watching television, playing computer games, playing sport and engaging in other recreational activities.
- Contacting the relevant teacher to discuss any concerns about the nature of homework and their children's approach to homework.