Murrayville Community College Study Policy

Rationale

The most successful students are those who develop independent study habits. They practise important skills, revise content thoroughly and regularly and take responsibility for their own learning. Homework benefits students by complementing classroom learning, fostering good study habits and providing an opportunity for students to be responsible for their own learning.
It is an expectation that all students regularly complete study outside of school to be prepared for success in their studies.

Aims

The role of study in the education process is:

(a) To practise specific practical and thinking skills learnt at school
(b) To improve literacy and mathematical fluency
(c) To broaden student knowledge through current affairs
(d) To hasten student progress
(e) To develop effective revision skills
(f) To reinforce self-discipline and personal organisational skills

Implementation

Parents, teachers and students take responsibility for ensuring adequate time needs to be available for the completion of study.

A suggested average time for each year level to assist staff and students with their planning is:

P-1	15 minutes per weekday
2-3	20 minutes per weekday
4-6	½ hour per weekday
7-8	¾ hour per weekday
9	1 hour per weekday
10	1½ hours per weekday
11	10+ hours per week
12	15+ hours per week for VCE students Vocational Major students may need to complete theory work at home and catch up work missed due to Work Placement – hours will vary

Instrumental Music students – approximately 1 hour of practice across the week

<u>Term break study</u>
At Murrayville Community College there is an expectation that senior students (Years 10-12) will continue to practise skills, consolidate content, prepare for forthcoming studies and complete essential work missed due to absence during term breaks. Students completing Year 10 may be required to complete pre-reading or preparatory work for commencement of VCE during the summer break. Year 12 students who do not complete term break tasks may have access to the Year 12 room denied.

Students from Years Prep to 9 are encouraged to read for pleasure during term breaks. Parents of students in Years Prep to 9 may request other work to catch-up or further develop skills and understanding. This task needs to be negotiated with the individual student's teachers and requests need to be made no later than 2 weeks prior to the end of term to allow teachers time to prepare this work.

Monitoring homework

The Study Policy is attached to the first newsletter of the year.
A letter may be sent to parents at the beginning of the year with specific expectations.

The diary/reading log is an organisational tool to be used in the communication between parents and students regarding homework, and students take their diary to all lessons.
Teacher/parent emails and Google Classroom will supplement diaries, communication books and reading logs.

Responsibilities

Teacher's Responsibility:

- Give feedback
- Make sure study tasks are in diary, or allocated electronically
- Make homework appropriate/relevant/differentiated
- Follow up on incomplete tasks
- Coach students through an understanding of the importance of organisation and how to use available organisational tools
- Recognise students who take responsibility for their own learning

Parent's Responsibility:

- Check and sign diary / reading log / communication book (P-6)
- Encourage and support
- Provide a suitable study environment
- Communicate with teacher
- Interact with your children – know what they're learning about

Student's Responsibility:

- Use diary/Google Classroom
- Ask for help well in advance of the due date
- Be organised – meet deadlines / have appropriate equipment
- Expect to do study tasks and do them
- Tell parents what study tasks you have when asked
- Follow up with teachers on work missed due to absence

Evaluation

- This policy will be reviewed annually.

When First Approved: 26th March 2007

Scheduled for Review: February 2026