



'To Seek a Worthy Goal'

## *Independent Study Guidelines*

**VISION:** *Clare High School is a learning community that inspires, supports and challenges every young person to engage in achieving success, fostering education, social development and wellbeing.*

*First Developed: March 2002*

*Last Reviewed: August 2016*

### **Rationale:**

Independent Study provides all students with the opportunity to develop and practise study skills. This helps students to use diaries, be organised and to learn the skill of time management. Learning to manage and meet commitments are important life skills for our students.

Independent Study supports students to consolidate learning that has occurred in the classroom whilst the development of effective Independent Study skills in the middle years of schooling will significantly support students in their senior years of schooling.

### **Independent Study Principles:**

Our focus is to promote positive attitudes to learning by helping students manage their work, both inside and outside of the classroom, in order to meet deadlines and prepare themselves for further study. In doing so, Independent Study:

- Must be relevant and related to the classroom learning program.
- Takes into account the age of students and out of school commitments,
- Is inclusive of all learning styles and is accessible to all students with or without technology,
- Is supported and provided for in all Learning areas.

### **Independent Study Guidelines (Year 7-12):**

- Independent Study is relevant to the learning that takes place in the classroom and is appropriate to the nature of the coursework being covered within a subject.
- Independent Study is set with a clearly defined deadline.
- Independent Study reflects the needs of individuals who are:
  - On a negotiated education plan.
  - Gifted students.
- Independent Study that is set for an extended period is to include Interim checkpoints to monitor progress.
- The style and frequency of Independent Study may vary from subject to subject and the nature of tasks undertaken.
- Independent Study tasks must be clearly defined and recorded in a student workbook and/or diary.
- Independent Study tasks that are part of the assessment plan need to include criteria for assessment and a marking scheme.
- Independent Study feedback is provided to students on their ability to manage their time, to meet deadlines and to complete tasks satisfactorily.
- An outline of the Independent Study timetable is provided to students each semester.

### Year 7 and 8 Students:

- 30 mins per subject per week
- A maximum of 70 minutes per night from Monday to Friday.
- Students may be required to undertake independent study (no more than 2 hours) over the weekend.
- Independent Study for extended activities:
  - Be set for a timeframe of between 1 and 2 weeks.
  - Are broken into at least two sections to assist in development of strategies to manage time and meet deadlines.

### Year 9 Students:

- 40 mins per subject per week
- A maximum of 80 minutes per night from Monday to Friday.
- Students may be required to undertake independent study (no more than 2 hours) over the weekend.
- Independent Study for extended activities:
  - Be set for a timeframe of between 1 and 3 weeks.
  - Are broken into at least two sections to assist in development of strategies to manage time and meet deadlines.
- Increased involvement of students in managing their time as evidenced by students:
  - Breaking the tasks into sections.
  - Nominating the time to be spent on the sections of work.
  - Evaluating the use of their time.
  - Meeting deadlines.

### Year 10 Students:

- 50 mins per subject per week
- A maximum of 90 minutes per night from Monday to Friday.
- Formal Independent Study is expected over the weekend. This study should not exceed 2 hours
- Independent Study for extended activities:
  - Be set for a timeframe of between 1 and 3 weeks.
  - Are broken into sections to assist in development of strategies to manage time and meet deadlines.
- Increased involvement of students in managing their time as evidenced by students:
  - Breaking the tasks into sections.
  - Nominating the time to be spent on the sections of work.
  - Evaluating the use of their time.
  - Meeting deadlines.

## Year 11 (Stage 1) Students:

Stage 1 students are expected to undertake the following independent study time at home:

- 70 mins per subject per week.
- A maximum of 105 minutes per night from Monday to Friday.
- Formal Independent Study is expected over the weekend. This should average between 3 to 5 hours.
- Independent Study for extended activities:
  - Be set for a timeframe of between 1 and 4 weeks.
  - Are broken into sections to assist in development of strategies to manage time and meet deadlines.
- Students are managing their time as evidenced by students:
  - Breaking the tasks into sections.
  - Nominating the time to be spent on the sections of work.
  - Evaluating the use of their time.
  - Meeting deadlines.

## Year 12 (Stage 2) Students:

- Stage 2 students receive a minimum of 5 supervised independent study periods (250 minutes) per week as part of their curriculum. In addition, Stage 2 students are expected to undertake the following independent study time at home:
- 100 mins per subject per week.
- A maximum of 125 minutes per night from Monday to Friday.
- Formal Independent Study is expected over the weekend. This study should average between 4 and 6 hours each weekend.
- Independent Study for extended activities:
  - Be set for a timeframe of between 1 and 4 weeks.
  - Are broken into sections to assist in development of strategies to manage time and meet deadlines.
- Students are managing their time as evidenced by students:
  - Breaking the tasks into sections.
  - Nominating the time to be spent on the sections of work.
  - Evaluating the use of their time.
  - Meeting deadlines.

## Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by the school's Governing Council in....	<i>August 2016</i>
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Department for Education and  
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