

## HOMEWORK POLICY

At Pristine, Homework forms an essential part of the school's learning program. Assignments vary in accordance to the needs of the class and relate to classroom instruction. Homework guidelines have been formulated for students, parents, teachers and administrators ensuring that all carry the responsibility for the success of the implementation of the homework policy.

### Aim

Homework contributes toward building responsibility, self-discipline and lifelong learning habits. It is the intention of Pristine School to assign relevant, challenging and meaningful homework assignments that reinforce classroom learning objectives.

### I. Framework for Assignment of Homework

- Homework should provide students with the opportunity to *apply information* they have learned, complete unfinished assignments and develop *independence* in their learning process. It should also motivate students to develop *good working habits* while increasing the opportunity for individual initiative and responsibility.
- Homework assignments must serve as a tool for teachers to assess student understanding of classroom instruction. Homework assignments will include:
  - Practice exercises to follow classroom instruction
  - Preview assignments to prepare for subsequent lessons
  - Extension assignments to transfer new skills or concepts to new situations
  - Creative activities to integrate many skills toward the production of a required response or product.
  - Integrated Projects encompassing different aspects of the curriculum.

### II. Time

Actual time required to complete will vary with each student's study habits, individual learner needs, academic skills and selected course load. However, general guidelines for each grade level are provided in the table below.

Time limits are regarded as the average limit of the actual time required to complete homework.

| <b>Homework Time Frame</b> |  |
|----------------------------|--|
| Foundation                 | 20 minutes of reading* everyday<br>20 minutes of homework  |
| Year 1                     | 20 minutes of reading* per night<br>60 minutes of homework |

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| Year 2  | 20 minutes of reading* per night<br>60 minutes of homework   |
| Year 3  | 20 minutes of reading* per night<br>60 minutes of homework   |
| <p>*Reading also includes having adults reading to children<br/>Students should be encouraged to continue to read for pleasure on weekends and vacations.</p> |  |
| Year 4  | 90 minutes of homework every night per week.<br>Students may be required to spend time on the weekends for any long-term assignments and required reading  |
| Year 5  | 90 minutes of homework every night per week.<br>Students may be required to spend time on the weekends for any long-term assignments and required reading  |
| Year 6  | 15-20 minutes of homework per assigned subject, per night, not to exceed two hours*  |
| Year 7  | 20-25 minutes of homework per assigned subject, per night, not to exceed two and a half hours*   |
| Year 8  | 20-30 minutes of homework per assigned subject, per night, not to exceed two and a half hours  |
| Year 9  | 20-30 minutes of homework per assigned subject, per night not to exceed three hours  |
| Year 10 and 11  | Homework will be assigned on a daily or long-range basis. Students can expect an average of 30-40 minutes of homework per night per subject not to exceed four – five hours.<br><br>Teachers are to take into account time for self-study and paper solving tasks when assigning homework. |
| AS Level  | Homework assignments, self-study and paper solving tasks require an average of five-six hours per night per week.  |
| A Level   |  |

If a child experiences difficulty in completing assignments on a consistent basis within the time frames established, the teacher should be contacted by the parent for assistance.

Teachers will be aware of grade specific or school-wide post school hours commitments for students and adjust homework accordingly. Studying for quizzes/tests and work on long-term projects will be figured into the time guidelines.

### **Late Work Submission Policies**

Students who turn in late assignments on a consistent basis will receive any of the following based upon individual teacher discretion or grade level procedure.

- Partial credit
- No credit
- Missed reward activity
- Communication with parents

Students who miss homework because of an approved absence (sick or emergency leave) will receive the opportunity to make up missed work. It is the student's responsibility to make up for work missed.

### **HOMEWORK POLICY GUIDELINES**

#### **For Students**

Students at Pristine are expected to:

- Do their best work
- Record directions for homework in their class diaries.
- Understand assignments clearly before leaving class
- Take home the proper materials to complete the assignments
- Hand in completed assignments on time
- Manage time properly for long-term assignments
- Complete any work missed due to absence from class
- Consider homework as an integral part of their overall term grade in a subject

#### **For Parents**

Parents are expected to:

- Be familiar with the philosophy and guidelines of the homework policy
- Check their child's class diary
- Provide a time and place to do homework assignments with limited interruptions
- Supervise homework completion, assisting (if required), but not doing the work
- Oversee completion of long-term assignments or projects to ensure their child understands time management
- Contact the teacher with questions or concerns especially if their child exceeds the allotted time frame on a consistent basis
- Understand that homework is an integral part of their child's overall term grade in a subject



### **For Teachers**

Teachers are expected to:

- Assign homework on a regular basis in keeping with the homework policy
- Remember that assignments may be on a daily basis or of a long-term type, such as a report, project or a presentation.
- Ensure that students understand clearly the homework assignments and the expected level of work
- Ensure that students record homework in their class diaries and submit in the relevant assignment notebook or register
- Understand that homework may take the form of class, group or individual assignments
- Include group work as homework *only* if the students can work on their individual parts independently
- Coordinate assignments, test and projects with other teachers, as appropriate, to avoid overburdening students
- Discuss, check, and return marked homework assignments with appropriate diagnostic feedback to students on a regular basis
- Submit homework policies/practices for specific situations/individuals where required to the concerned Head of Department/ Deputy headmistress and clearly communicate to students and parents
- Communicate with parents of students who are falling behind in completing homework assignments on a regular basis
- Understand that homework will be assigned during school vacation to reinforce application of concepts learned.
- Incorporate assessment of homework in the term grade of individual subjects for each student

### **For Senior Management Team**

They will ensure the following:

- Include this homework policy in all teacher, parent and student handbooks
- Require teachers to communicate homework policy to students and parents
- Make certain that teachers are implementing the homework policy consistently and uniformly
- Assist teachers, when necessary, in implementing this homework policy
- Observe use of homework during classroom visits
- Review homework samples and assignments periodically
- Give suggestions to teachers, when necessary, on how assignments could be improved
- Develop homework incentive programs/practices with teachers and parents to assist and enhance homework completion

Regular reference and effective implementation of this policy document will ensure the realization of its aims and objectives and contribute towards making the Pristine learning process part of a complete and comprehensive educational program.

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| <b>Policy Details</b> | <b>Homework Policy</b> |
| <b>Version Date</b>   | <b>August 2019</b>     |