

## HOME WORK POLICY

POLICY FOR	Home Work
PERSON RESPONSIBLE	Heads of Teaching, Learning and Assessment
REVIEW DATE	May 2023
REVIEWED BY	TLA Team
APPROVED DATE	5 <sup>th</sup> July, 2022
APPROVED BY	ELT
DATE OF NEXT REVIEW	June, 2023
RELATED POLICIES	Teaching Learning Policy, Reading Policy, Literacy Policy

Executive Principal / CEO .....




## **Rationale**

We believe that learning at home as well as at school is an essential part of our pupils' education. It is an important tool in consolidating learning and enhancing the curriculum for the students. It provides valuable opportunities to improve pupil's learning, develop independent learning, and lifelong study habits. It is an essential part of the learning journey in all subjects across the school. We also believe it is a vital aspect of the partnership between home and school. It enables the parent(s)/guardian to keep abreast of what their child is learning and involves the parent(s)/guardian in the learning process.

At the Westminster School, Dubai we value family time and recognize the importance of quality family interaction. We, therefore, set homework tasks, which leads either to whole family participation, especially in FS and Primary or independent completion. Homework allows the student to become progressively more responsible for his/her own learning.

## **Aims of our Homework Policy**

- To enable pupils to make maximum progress in their academic and social development.
- To encourage skills and attitudes that help children improve their educational performance.
- To develop a work ethic among students, assist in the development of concentration skills and self-discipline for the future.
- To consolidate and extend classwork, allowing for revision and practice or finish work that has begun in school; thus, demonstrate progress and understanding.
- To provide opportunities for individualized work and develop skills of independent learning.
- To assist in preparation for future classwork.
- To provide opportunities for students to use out of school resources (e.g. books and Information Technology) found in the home or other places such as libraries
- To provide opportunities for research work, creativity and innovation.
- To help parents gain insight into their child's schoolwork and promote partnership between home and school.
- To provide a context for pupil/parent interaction.
- To reflect and provide feedback on their achievement.

## **In order to fulfil our aims**

- ✦ At the beginning of each school year, guidelines will be issued by each teacher outlining their expectations for his/her particular class.
- ✦ Teachers will speak to parents at the orientation in September and guidelines will be provided through written communication to parent.
- ✦ Students who do homework with another person, parent(s)/guardians should discuss these guidelines with them also.
- ✦ We have a system whereby in the Primary school, the weekly homework will be assigned on Thursday and students are expected to return or complete by the following Wednesday.
- ✦ All homework set will be planned carefully with tasks relevant to school activities.
- ✦ The nature of the homework will vary between different classes and topics of study.
- ✦ All pupils are assigned homework appropriate to their age and class level.
- ✦ Informal reading is encouraged. Paired reading is not homework and it is simply meant to be an enjoyable exercise between parent and child.
- ✦ We place a huge value on literacy, therefore, reading practice is a priority for all pupils.

- ✦ Usually, homework contains a balance between reading tasks, learning tasks and written tasks. This balance is not always possible and can vary considerably from day to day. However, it should be noted that homework time devoted to reading and learning is as important as written work.
- ✦ Homework will regularly contain reading, spellings, tables, written work, pieces to be 'learned by heart', research, collecting information/items, finishing work started in class and opportunities for creativity. However, sometimes in the senior classes, some homework is designed to challenge the pupil's ability. The teacher prepares it. The student is expected to complete his/her homework to the best of his/her individual ability.
- ✦ Homework will only be given in the areas already covered, taught or discussed in school and should, therefore, be within a student's capability.

### **Our Homework Programme**

The tables below gives the nature of the homework for different year groups:

<b>Early Years Foundation Stage</b>		
<b>Frequency</b>	<b>Subject</b>	<b>Nature of Homework</b>
<b>Daily</b>	<b>Literacy and Numeracy</b>	<ol style="list-style-type: none"> <li>1. Picture reading</li> <li>2. Reinforce the day's learning and complete incomplete tasks</li> </ol>
	<b>Skills development</b>	<ol style="list-style-type: none"> <li>1. Fine motor fun activities, sensory play exploration with sand and water, messy play supported by parents.</li> <li>2. Reading to an adult / adult reading to the child followed by discussion on content</li> </ol>
<b>Weekly</b>	<b>Literacy and Numeracy</b>	<ol style="list-style-type: none"> <li>1. Listening: Listen to an adult reading followed by discussion of content</li> <li>2. Speaking: sharing of learning with parents</li> <li>3. Reading: Phonic practice/ phonemes and high frequency vocabulary</li> <li>4. Writing: Hand writing practice for proper letter formation.</li> <li>5. Numbers: Recognizing, identification and counting numbers in the environment.</li> </ol>

<b>Key stage 1 and 2 – Years 1 to 6</b>		
<b>Frequency</b>	<b>Subject</b>	<b>Nature of Homework</b>
<b>Daily</b>	<b>English</b>	10 minutes Reading for pleasure – a topic /book of the student's choice with parents/ siblings
	<b>Mathematics</b>	10 to 15 minutes practice for the concept for the day from the textbook or <a href="http://www.myimaths.com">www.myimaths.com</a> (as per teacher's advice).
<b>Weekly</b>	<b>English</b>	<ol style="list-style-type: none"> <li>1. One reading assignment on the online platform, Globed Achieve to be assigned every week, and students to complete and submit it in the following week.</li> <li>2. Phonics practice for Year 1 and 2</li> <li>3. Spellings practice for Years 1 to 6</li> </ol>

	<b>Mathematics</b>	1. Times Table practice for Years 3 to 6
	<b>Arabic A &amp; B</b>	1. Writing and spelling assignment 2. Reading assignment on the online platform Nahla Wa Nahil
<b>Fortnightly</b>	<b>English</b>	Reinforcement worksheet with answer key on Phoenix Classroom for Independent practice
	<b>Mathematics</b>	Reinforcement worksheet with answer key on Phoenix Classroom for Independent practice
	<b>Science</b>	simple observations/research
<b>End of unit</b>	<b>Arabic/ Science/ Social Studies</b>	Reinforcement worksheet with answer key on Phoenix Classroom for Independent practice
	<b>Islamic Education</b>	Reinforcement worksheet with answer key on Phoenix Classroom for Independent practice
	Any homework given to the student needs to be completed and submitted only after one week.	

<b>Years 7 and 8</b>		
<b>Frequency</b>	<b>Subject</b>	<b>Nature of Homework</b>
<b>Daily</b>	<b>English</b>	Reading for pleasure - 10 minutes read anything
	<b>Mathematics</b>	30 minutes practice for the concept for the day from the textbook/workbook or onto <a href="http://www.myimaths.com">www.myimaths.com</a> when appropriate (as per teacher's advice).
<b>Twice in a week</b>	<b>Science</b>	Exploring the concept learnt for the day as assigned by the teacher – 30 minutes.
<b>Weekly</b>	<b>English</b>	<ul style="list-style-type: none"> <li>Reading assignment on the online platform Achieve 3000 to be completed and submitted</li> <li>Every Wednesday a group or individual tasks will be assigned which needs to be completed and returned by next Wednesday.</li> <li>Consolidation of work in class through learning core content – Thrice a week</li> </ul>
	<b>Science</b>	The assignment given is to be submitted after 3 days.
	<b>Arabic A &amp; B</b>	Writing /Vocabulary assignment - <b>Thrice a week</b> Reading assignment on the online platform 'Nahla wa Nahel'.
	<b>Islamic Education</b>	Project/assignment on the topic covered
	<b>Computer Science</b>	Project work on the topic covered
<b>After a unit/topic</b>	<b>Science</b>	Unit wise project work to be submitted after two weeks
	<b>SST/ Geography</b>	Unit wise Activities/Assignment/ project
	<b>French/ Urdu</b>	Unit wise Activities/Assignment/ project

Years 9 to 13					
<p><b>Class teachers set their class homework schedule and inform the students as per the guidelines given below:</b></p> <ul style="list-style-type: none"> <li>• All teachers to ensure that homework must be assigned every day.</li> <li>• Mathematics can be given every day</li> <li>• English to be given three times a week.</li> <li>• Social studies can be given once a week based on the topics covered every week.</li> <li>• Arabic/Islamic to be given twice a week.</li> </ul>					
Year 9 and 10	Homework and assignments will be subject wise given by the subject teachers which may be for a duration of <b>30 minutes or less per subject daily</b> .				
	<table border="1"> <tr> <td><b>Daily</b></td> <td>English and Maths</td> </tr> <tr> <td><b>Twice a Week</b></td> <td>Physics, Chemistry, Biology, Accounting, Business Studies, Economics, ICT, Computer Science, Arabic and Islamic Studies</td> </tr> </table>	<b>Daily</b>	English and Maths	<b>Twice a Week</b>	Physics, Chemistry, Biology, Accounting, Business Studies, Economics, ICT, Computer Science, Arabic and Islamic Studies
	<b>Daily</b>	English and Maths			
	<b>Twice a Week</b>	Physics, Chemistry, Biology, Accounting, Business Studies, Economics, ICT, Computer Science, Arabic and Islamic Studies			
Any project given to the student needs to be completed and submitted only after one week – 5 school days.					
<ul style="list-style-type: none"> <li>• Homework and assignments will be allotted <b>subject wise daily</b> according to the <b>class timetable</b> which may vary <b>40 to 1 hour per subject</b>.</li> <li>• They will be given homework according to the learning needs of the students or as per the discretion of the teacher on any day/s of the week.</li> </ul>					
Years 11, 12 and 13	<ul style="list-style-type: none"> <li>• Homework and assignments will be allotted <b>subject wise daily</b> according to the <b>class timetable</b> which may vary <b>40 to 1 hour per subject</b>.</li> <li>• They will be given homework according to the learning needs of the students or as per the discretion of the teacher on any day/s of the week.</li> </ul>				

- Daily homework is generally assigned at the end of the lesson. The teacher writes the homework on the whiteboard/PPT and allows time for the students to make a note of the same.
- Students are expected to revise the lessons with the help of the weekly /fortnightly reinforcement worksheets uploaded on the Phoenix Classroom /MS Teams with the answer sheets, during the weekend or after the unit /topic. This will be purely an additional resource for extra practice, hence not checked or monitored by teachers for completion.

**Note: The frequency and time mentioned in the above homework programmes for FS to Year 13 is the minimum requirement specified by the school. However, it is at the discretion of the parents and the students to spend more time on different subject contents and skills development.**

### Types of Homework

Homework can take the form of:

- Textbook or workbook-based tasks- depending on the topic students will practice from the textbook or the workbook.
- Practice exercise
- Online activity/assignments
- Preparation tasks: Students will be asked to search for materials such as photographs, pictures, research, articles, which are relevant to build up the next topic as flipped activity.

- Guided discovery tasks: research
- Real-world tasks take a scenario/ passages to relate to the real world.
- A specific self-contained project, exercise or task, based on previous classwork.
- Further examples of tasks undertaken in class and is designed to reinforce what has been learned.
- Completing work begun in class.
- Reviewing, and, if appropriate, memorizing what has been learned in class.
- Follow-up works to assessment and targets set by teachers in notebook, in ensuring that the pupil learns from errors.
- Researching at home or school facilities using a variety of sources including ICT.
- Extensive tasks: accompanying audio material, radio and TV broadcasts, podcasts and songs. Learners will be encouraged to read, listen and watch for pleasure, which is important as the learners shares their experiences in class.
- Making and designing artwork/model.
- Simple experiments with adult supervision.
- Project work specifically dedicated for the yearly breaks which we have eg: winter / summer break.

## **Responsibilities**

### **The role of the Student**

- Enter homework accurately in the student planner
- Complete homework assignments within the given time, to the best of their ability.
- Have your homework marked in the school planner signed by a parent.
- To return to class/subject teacher if unclear about the task, before the deadline.
- If a student is absent from school due to illness or any other valid reason it is the responsibility of the student to check what assignment was given during their absence and submit the assignment within the given time.
- The student must present a written explanation to the teacher when circumstances beyond their control prevent timely return of an assignment; this explanation will be signed by the parent/guardian.
- Homework is the responsibility of the student, not the parent, sibling, or any other party.

### **The role of the Teacher**

- Assign homework in accordance with the homework policy.
- Set clear guidelines and submission dates for homework tasks.
- Homework must be suited to the needs of the individual student.
- Consult with the Learning Support/Resource Teachers regarding the individual student learning need.
- The teacher must ensure that the student is equipped with all the skills required to complete the homework task.
- Real-life problem solving, logical thinking, creativity and imagination must be encouraged through homework.
- The teacher must give ample time to complete the homework considering all the extra-curricular activities.

### **The role of Parents/Guardians**

- Encourage a positive attitude toward homework.
- Assist their child with homework only when necessary.

- Agree a suitable time for doing homework, taking account of age, the need for playtime, relaxation and family time.
- Provide a quiet place, suitable work surface, free from distractions, interruptions and television.
- Encourage their child to work independently as far as possible. Resist over helping.
- Encourage their child to organize himself/herself for homework. The child should have the student planner open to tick off work as it is completed.
- Encourage good presentation and neatness within a reasonable time.
- Supervise child's homework. If necessary, communicate with the teacher on issues that may arise.

If homework is a stressful experience between parent and child, it may lead to poor learning and defeat the purpose of this policy. In such cases it would be advisable to discuss the matter with the concerned teacher.

### **Homework Feedback**

We recognize that pupils benefit from feedback on their homework as soon as possible. Feedback may be verbal or written by the teacher. The format and timing of the feedback depend on the nature of the homework and when it is assessed by the teacher.

Teachers will check that homework has been completed, and, depending on the task, students may 'peer assess' or 'self-assess' their work under the direction of the teacher. This may be followed by general feedback to the class.

Constructive feedback from parents about their child's homework can be shared with the respective teacher/leader.

### **Rewards and Sanctions**

We recognize and will reward students for their efforts in producing good homework in accordance with our school rewards system.

### **Failure to do Homework**

#### **Primary School**

- If homework is not done in the given time period, students will be required to complete it along with the new homework.
- In case of genuine reasons for not doing the homework, a written note from parent to teacher is required. However, the student should complete the homework later in the following week.
- Homework repeatedly not done or signed will be monitored for further action.

#### **Secondary School**

All students must turn in their homework on time failing which they will receive a consequence in accordance with the behaviour policy of the school. In addition, they may also:

- serve detention to complete the homework,
- miss a rewarding activity (extra PE period, watching a movie, etc.)
- score partial credits for internal assessment,
- receive a warning letter and communication with parents.

### **Monitoring and Evaluation**

The Senior Leadership Team will monitor the implementation of this policy and collate feedback from parents/guardians, staff and pupils. This will be used to review the homework policy.