

## Homework policy

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### Introduction

The dynamic learning environment at TES, with its many languages and cultural diversity, compels us to harmonise our approach to homework so that it becomes an effective tool to enhance the pedagogical objectives set out in our curriculum.

Harmonisation and collaboration between teachers are required both for the respect teachers owe to pupils, and for the need to consider not only the individual pedagogical needs of one subject, but the larger picture overall.

Homework as a process and learning tool should be meaningful and thought-provoking.

### 1. The purpose of homework

- 1.1 Reinforcement of classroom learning – homework should help students review concepts covered in class, solidifying their understanding.
- 1.2 Development of learning skills – homework should give students the ability to develop time management skills and take academic responsibility.
- 1.3 Application of critical thinking – homework should be designed to encourage deeper thinking and synthesising this information.

### 2. Characteristics of homework

- 2.1 Homework must correspond and link to curriculum objectives.
- 2.2 Homework must have clear instructions, expectations, and a deadline.
- 2.3 Homework tasks are first communicated verbally in class, then posted in MySchool. Parents and pupils are responsible for checking homework in MySchool, especially when a pupil is absent from school.

### 3. Guidelines for teachers

- 3.1 When assigning homework, teachers must allocate time at the end of the lesson to explain the task clearly and ensure students understand the purpose and expectations.
- 3.2 Teachers must ensure that the quality of each homework assignment is prioritized over the quantity of work.
- 3.3 For primary pupils, homework must be written both in their diaries and in MySchool.
- 3.4 In Secondary, all teachers should encourage students to record the homework in their diaries to foster a sense of ownership and responsibility for completing it.
- 3.5 All assignments, homework and tests must be inserted into MySchool.
- 3.6 Assigned homework should be checked to provide individualized or general feedback.
- 3.7 Teachers reserve the right to refuse homework that is not completed to a high standard and presented neatly. The grade will reflect the quality of the work.
- 3.8 In case of late or incomplete homework, it must be recorded as such in MySchool.
- 3.9 No homework can be assigned for the next school day (does not include unfinished class work).
- 3.10 No homework can be assigned over the weekend for Monday. The only exception is if the subject lesson only takes place on Mondays.
- 3.11 No homework can be given during official holiday time (pupils are encouraged to continue with long written exam revision and independent reading).

- 3.12 During B-test periods, teachers must prioritize these summative assessments over assigning homework.
- 3.13 During exam preparation weeks, no homework can be assigned for S5-S7.

#### **4. Guidelines for pupils**

- 4.1 Pupils must check MySchool daily (starting from Primary 5).
- 4.2 Pupils must complete and submit all homework by the due date.
- 4.3 Homework must be neatly presented and reflect pupils' best efforts.
- 4.4 Pupils are responsible for listening to and recording their homework in class. Pupils are expected to ask for clarifications if needed and encouraged to raise time management issues
- 4.5 Pupils must maintain academic integrity and adhere to the school's latest Plagiarism and AI Policies when completing their homework.
- 4.6 In case of an incomplete or late homework assignment, it will be recorded as such in MySchool, informing all stakeholders of the consequences.
- 4.7 Pupils must take responsibility for organizing their time and resources effectively to be able to complete homework to a high standard.

#### **5. Guidelines for parents**

- 5.1 Parents should check MySchool and their child's diary regularly to keep up to date with homework assignments.
- 5.2 Parents are encouraged to provide a supportive environment and the tools to complete the tasks to help pupils find answers rather than provide them.
- 5.3 Parents should remind their children that if homework is submitted late without a justified reason, it will negatively impact their assessment in MySchool.
- 5.4 Parents are encouraged to promote healthy work habits and time management skills at home.
- 5.5 Parents are encouraged to monitor both the quantity of homework assignments and remain attentive to any concerns with time management.
- 5.6 Concerns with homework assignments must be addressed with the subject teacher first and foremost.