

The Central School Dubai

Al Nahda 2 Dubai, United Arab Emirates

1]. Section-A

<i>Title of the Policy</i>	Homework Policy	<i>Designation</i>	Principal
<i>Name of Policy Writer</i>	Mala Mehra	<i>Date of Next Revision</i>	28th March 2019
<i>Date of Policy Revision</i>	29th March 2018	<i>Department/Section</i>	Principal
<i>Policy Code</i>	TCS/PC/1819/01		

2]. Section-B

<i>Purpose</i>	<p>To develop an effective partnership between the School and Parents in pursuing the teaching aims of the school.</p> <p>To consolidate and reinforce skills and understanding in all subjects.</p>
<i>Approach</i>	<p><u>AIMS</u></p> <ul style="list-style-type: none"> ❖ To consolidate the work already undertaken in school; allowing for revision and practice. However at times, homework may be more challenging and provide opportunities for creativity. ❖ To encourage the student to become a more independent learner and to revise, reinforce, finish work that has begun in school to benefit student learning. ❖ To develop a work ethic among students and assist in the development of concentration skills. ❖ To provide opportunities for students for independent learning and study. ❖ To develop the confidence and self- discipline the student needs to study on their own. ❖ To strengthen links between home and school. ❖ To allow the student to develop the practice of working on his/her own without the constant presence of the teacher or other students. ❖ 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 give opportunities for research and other work. ❖ Homework supports the development of independent learning skills,

	<p>so that enquiry and investigation are seen as a fundamental part of the learning process.</p>
<p><i>Rationale</i></p>	<p>As education is a partnership between school and home, we in TCS, Dubai believe homework is an integral and beneficial link in our home school communication. It enables the parent to keep abreast of what their child is learning and involves the parent in the learning process. Homework allows the student to become progressively more independent and responsible for his/her own learning.</p>
<p><i>Types of Homework Assignments</i></p>	<ul style="list-style-type: none"> ❖ Reinforcement of class work ❖ Research topics and investigations ❖ Preparation for class work ❖ Reviewing, redrafting or summarizing a piece of work ❖ Longer term assignments ❖ Writing up notes from an experiment or other practical work ❖ Preparation for a presentation ❖ Revision work ❖ Completion of work started in class ❖ 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. ❖ In the senior classes some homework is designed to challenge the pupil's ability. The class teacher prepares it. The student is expected to complete his/her homework to the best of his/her individual ability. ❖ We place a huge value on literacy, therefore, outside the time spent on homework students and parents are encouraged to read for a short time each night.

Responsibilities

The prime responsibility for completing homework lies with the individual pupil. As they advance through the school, it is expected that pupils will take increasing personal responsibility for all aspects of their learning, including homework. The role of parents and teachers is equally important.

The Responsibility of Parents

- ❖ We believe that parents have a particularly valuable contribution to make with regard to homework. We hope that parents will support the school by making it clear to their children that they value homework and explaining how it can help them progress at school.

Parents can support by:

- ❖ Taking an interest in the work your child brings home, ensuring that it is completed and returned on time.
- ❖ Supporting your child in planning their time.
- ❖ Making sure he/she has a quiet place to work undisturbed away from any distractions including the television and other brothers and sisters.
- ❖ Checking homework tasks to ensure they are satisfactory before they are returned to school.
- ❖ Trying to make homework fun and stress free.
- ❖ Encouraging children to persevere with challenging tasks.
- ❖ Taking account of the fact that children forget things they have learned so they are given work to revisit learning intentionally.
- ❖ Remembering that children develop at different rates-don't compare your child with siblings or other people's children.
- ❖ Following the advice given by the teacher on how tasks should be tackled, it is important that children are given instructions at home in the same way as they are given at school.
- ❖ Discussing any anxieties about your child's learning with the Class Teacher, **not** the child. Don't let any anxieties you may have become problems for you and your child.
- ❖ Ensuring you child brings their school resources every day.

Recommended time allocation for homework including reading and Arabic

- ❖ **Kindergarten:** 20 minutes reading per week night, other tasks as appropriate.
- ❖ **Years 1 and 2:** 2 hour per week
(40 mins. Literacy, 40 mins. Maths, 40 other)

- ❖ **Years 3 and 4:** 2½ hour per week
(30 mins. Literacy, 30 mins. Numeracy, 30mins Reading + 30mins Arabic + 30mins others)
- ❖ **Years 5 and 6:** 3 hours per week
(40 mins. Literacy, 40 mins. Numeracy, 40 mins Arabic, and 30mins others)
30 mins Reading Comprehension)

Role of Students:

- ❖ Enter homework accurately in the student diary.
- ❖ Listen carefully to the teacher when the homework is being prepared.
- ❖ Ensure to take home relevant books and copies.
- ❖ Complete homework assignments to the best of their ability.
- ❖ Present work neatly.
- ❖ When you have written work to do, write carefully and tidily.
- ❖ Take care of all your books and copies – don't scribble or draw on covers.
- ❖ Never eat or drink or have food or drink near your work in case of accidental spillages.
- ❖ Have your homework signed by a parent.

Student Diary

- ❖ Students in Primary and Secondary School have a student Almanac for daily homework.
- ❖ Homework is generally assigned at the end of the lesson. The class teacher writes the homework on the whiteboard and allows time for the students to write it into the student diary. Parents are expected to sign the diary when all tasks are completed. The student diary will be checked by the class teacher on a daily basis insofar as possible. However, in the senior classes, they may be checked every second day or twice weekly.

Parents can help by:

- ❖ Taking an active interest in the Home Links
- ❖ Ensuring that time is set aside for practicing numeracy facts
- ❖ Encouraging and supporting children to complete a few of the Home Links
- ❖ Modelling an enjoyment of reading
- ❖ Enjoying reading time with their children

Role of Parents/Guardians:

- ❖ Encourage a positive attitude towards homework.
- ❖ Assist their child with homework when required.
- ❖ 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. Have all books and materials to hand. The child should have the student diary open to tick off work as it is completed.
- ❖ Encourage good presentation and neatness within a reasonable time.
- ❖ If you see areas that require improvement, identify them and work on one area at a time.
- ❖ Do not accept untidy or incomplete work.
- ❖ Supervise child's homework, checking and signing it on completion.
- ❖ Check that the child has all necessary books, student diary, copies, pencils, mathematical equipment, etc. for the next school day.

Others Ways in which Parents can help children to Learn

- ❖ Participate in home school programmes.
- ❖ Read to your child and allow his/her to share his/her reading with you.
- ❖ Talk to your child about the work he/she is doing in school.
- ❖ Watch educational programmes with your child and talk to him/her about them.
- ❖ Visit local Museums, Libraries and places of interest.
- ❖ Attend talks in relation to educational matters organized in the school.
- ❖ Monitor the amount of time spent by children watching T.V., playing on play-stations etc.
- ❖ Ensure that children get to bed early on week days.

Teachers can help by:

- ❖ Checking and signing school Almanac.
- ❖ Posting an exciting variety of Home Links activities on the web at the

beginning of each topic.

- ❖ Ensuring that parents are aware of the school's home links policy.
- ❖ Providing positive encouragement when children bring in evidence of their voluntary activities.
- ❖ Assign homework in accordance with the homework policy.
- ❖ Provide students with time to note homework in the student diary.
- ❖ Explain how the assignment might be carried out.
- ❖ Lay out and standards of presentation communicated clearly to the students.
- ❖ Pitching difficulty level of homework to the needs of the class.
- ❖ Consult with the Learning Support/Resource Teachers regarding the needs students availing of support teaching.
- ❖ Correcting homework on a regular basis and providing feedback. Some items of homework may be checked by the students themselves with teacher guidance forming part of the learning process for the students.

Homework Feedback

We recognize that pupils benefit from feedback on their homework as soon as possible. Much of the homework, in all grades may be formal paper exercises requiring formal marking. Therefore, much of the feedback may be given as descriptive remarks from the teacher to the student; the format and timing of the feedback depending on the nature of the homework and when it is assessed by the teacher.

With the older students, teachers will check that homework has been completed, and, depending on the task, students may 'class mark' or 'self-mark' their work under the direction of the teacher. This may be followed by general feedback to the class or personalized feedback when required.

- ❖ We recognize and will reward students for their efforts in homework tasks in accordance with our school rewards system. Constructive feedback from parents about their child's homework is also welcomed by the school.

Failure to do Homework

Primary School

- ❖ Homework repeatedly not done or signed will be investigated;
- ❖ If there are good reasons for not doing the homework, a written note from parent to teacher is required by way of explanation;
- ❖ Homework missed due to illness or absence does not normally have to be completed;

- ❖ The class teacher will contact the parent if problems persist. Likewise, parents are encouraged to contact the class teacher if the child is experiencing problems at home with homework.

Consequences at the Secondary School

In case the home assignment is not completed due to a valid reason, the teacher can extend the deadline.

MONITORING, EVALUATION AND REVIEW

This policy dovetails and supports the whole school policy for Homework.

CONSEQUENCES

In the secondary school failure to hand in homework on time in a term:

First time

- ❖ Detention issued by subject teacher
- ❖ Note in planner with detention
- ❖ P.E. detention

Second time

- ❖ Subject teacher puts note in planner
- ❖ Teacher refers student to Head of Department - formal note home to parents
- ❖ HOD detention (arranged and led by HOD)
- ❖ E-mail from HOS to the parents

Third Time

- ❖ Subject teacher – note in planner
- ❖ Referral to Head of Students from HOS
- ❖ Formal communication with parents

SUCCESS CRITERIA

- ❖ The success criteria of this policy will be determined by feedback from parents, students and teachers. Feedback will be sought at Parent/Teacher meetings and/or through questionnaires / survey.

<i>Policy Committee Members</i>	Policy Incharge: <i>Mala Mehra</i>
<i>Date:</i>	Approved by: <i>Mala Mehra</i>   <i>Signature of Principal</i>