



مدرستنا الثانوية الإنجليزية، الشارقة  
OUR OWN ENGLISH HIGH SCHOOL, SHARJAH  
A GEMS SCHOOL



# **HOMEWORK POLICY**

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Homework is any work or activity which students are asked to do outside lesson time either on their own or with parents.

***Homework should not prevent students from participating in an activity after school such as sport, music or clubs of any kind. Equally, students should plan such activities to allow time to complete homework.***

## **The purpose of homework**

- To encourage students to develop the confidence and self-discipline to work on their own, an essential skill for adult life.
- To consolidate and reinforce skills and understanding.
- To extend school learning, for example through additional reading.
- To enable students to devote time to particular demands such as project work.
- To support the home/school relationship.

## **The amount of homework**

The school has a fixed homework timetable with time allocated for different subjects. Students will need to learn to manage their time so that they do some homework each evening.

As a general principle, teachers will not usually set substantial homework tasks to be completed for the next day, but will give students at least two days. The time devoted to homework should increase as the student progresses through the school.

***Students in Kindergarten*** should have homework between 30 to 45 minutes per day.

***Students in Primary*** should have between an hour and an hour and a half per subject, per week.

***Students in middle and senior school*** are expected to devote approximately two hours per week outside lessons to each subject. Students are encouraged in addition, to read as widely as possible around their chosen subjects to broaden their knowledge.

Note, please, that apart from this, students may have to use some time during the weekends or some extra time during exam periods.

## **Types of homework**

Homework might include such things as:

1. Writing assignments.
2. Learning assignments.
3. Preparing an oral/digital presentation.
4. Reading in preparation for a lesson.

5. Finding out information/researching a project.

***It is important that students should have frequent and increasing opportunities to develop and consolidate their competencies as independent learners.***

## **Organisation of homework**

All students should have a school Diary which they should carry with them at all times to record their homework. Tutors and parents are asked to check these on a weekly basis.

## **Non-completion of homework**

When homework has not been done, appropriate action will be taken by the teacher.

Kindergarten: The teacher writes a remark in the notebook. In case of homework not done repeatedly, a call to be made to the parent followed by an email or a note in the diary.

Primary school: If a child does not submit her homework on the mentioned date then he/she will be given one more day to complete and submit, failing which a note will be sent to parents intimating non completion of work and the date on which the work has to be completed and submitted. Points are allotted to timely completion of homework every Term

Middle and Senior school: A verbal reminder is given in case the student fail to complete her homework on time followed by a note in the diary if the same is repeated. If the student is regular in non completion of homework then a mail is sent to the parent or parent will be called by the teacher to discuss the issue.

## **School's responsibilities**

- The subject teacher is responsible for setting appropriate homework and marking it regularly. She should keep to the guidelines of time per subject and year as set out above.
- The teachers should check that students are recording details of homework set in their diaries and should allow time in the lesson for students to do this.
- The teachers have to indicate homework has been set by through announcement in school or mail
- Teachers have to correct and hand back homework within a reasonable time.
- Substantial homework tasks should be set to ensure that there is more than one night in which to do it. This allows students to plan their time, participate in out of school activities if they wish, and still be able to do their homework.
- Teachers should also allow homework time to prepare for tests.
- No homework should be set in the week before exams to allow students to organize their revision time effectively.
- In order to help students with their planning, it is recommended that teachers consult with their classes at the start of the year to agree a suitable homework timetable.
- Homework must never be used as a punishment. In the same way, not setting homework for a period should not be used as a reward.

## Parents role in homework

- Parents should support students with their homework but accept that their role will become less and less important as students become more responsible and independent.
- Parents should try and provide a suitable place where students can work
- Parents should encourage students to meet homework deadlines.
- If parents feel that insufficient or too much homework is being set, they should contact the subject teacher or the class teacher who will investigate the situation.
- Parents should make it clear to students that they value homework and support the school in explaining how it can help them to progress.
- Parents should encourage students and praise them when homework is completed.
- Parents can check for homework given on school portal.

## Students' responsibilities

- Students should always carry their diaries with them and record all homework in it.
- Students need to accept that deadlines must be kept.
- If students are absent, they need to find out what work has been missed and catch up on it as soon as possible on their return. **Being away on the day that homework is set is not an excuse for not doing it.**
- Problems with homework should be resolved before the deadline. If necessary students should see the member of staff concerned for help.
- Students should take a pride in doing their best.