

Homework Policy @ TKPS

Guidelines for the Assignment of Homework and Responsibilities of Pupils, Staff and Parents

I. Purpose:

Homework is an out-of-classroom learning experience that is a valuable part of schooling and the whole learning experience. Homework establishes positive study habits, promotes self-directed learning and inculcates a sense of responsibility and discipline.

This Homework Policy serves to document the school's belief in the value and purpose of homework. The policies and practices outlined in this document serve the needs of the school curriculum and meet the realistic expectations of pupils, teachers and parents. It affirms the partnership in learning between parents and teachers and recognizes the importance of school-family life balance through the amount and types of homework set.

II. Definition:

Homework is defined as meaningful and quality work assigned to pupils that is intended to be completed during non-instructional hours (outside school curriculum time).

Homework assignments include:

- **Practice** exercises that help pupils to review and reinforce skills and concepts taught in class.
- **Preview** assignments to prepare for subsequent lessons
- **Extension** assignments to explore or transfer new skills or concepts to new situations and may include creative activities to integrate many skills toward the production of a response or product

Homework should:

- Reinforce skills, concepts, and information taught in the classroom.
- Be meaningful and appropriate to the ability and instructional level of pupils.
- Support creative, logical, critical and analytical thinking.
- Foster self-discipline, self-motivation and the wise and orderly use of time.
- Be adequately explained by teachers and clearly understood by pupils and parents.

III. Policy

Timing, Scheduling and Quantity of homework:

Actual time required to complete assignments will vary with each pupil's study habits, academic skills, and collective class workload. A child should not be spending an inordinate amount of time doing homework. Pupils are encouraged to pursue non-assigned, independent, leisure reading and spend time revising on what's imparted currently.

Homework should not be assigned on days of special significance such as Chinese New Year, Hari Raya, Deepavali and other national declared public holidays. Homework assigned for school holidays should also be measured and appropriate bearing in mind the need to support personal and family wellness.

Late-Work Policies

Pupils are expected to hand in work on time. Those who consistently hand in late assignments will receive any of the following based upon class and school rules:

- communication with parents
- reflection time (after-school)
- behavioural management actions

Pupils who miss homework because of an absence (with medical certificate or letter with valid reason) will receive the opportunity to make up for missed work. They are given *one calendar day for each day absent plus one extra day to hand in their work (dependent on teacher's discretion)*. It's the pupils' responsibility to follow up on work missed due to an illness or absence or for other reasons.

Major Projects / Assignments for Assessment

Major projects include group or individual projects and other assignments teachers designate as major work to be included in the summative grade (assessments). Work on these projects must be assigned with clear objectives and ample time for pupil to complete. These guidelines must be clearly depicted and parents are to be informed.

- **Note** - Assignments that require going to the public library or research must be assigned over a weekend to accommodate working families.

IV. RESPONSIBILITIES:

Administrators (School Leaders & Key Personnel) shall:

- Communicate the homework policy to parents, teacher and pupils.
- Provide teachers the time for professional development when utilizing homework as a strategy for learning.
- Monitor the effective use of homework given by teachers.
- Support and allow time for collaboration among teachers, pupils, and parents in the effective implementation of the homework policy.
- Provide teachers and pupils the access to all essential tools.
- Create an effective mechanism or system to communicate homework assignments. If appropriate and accessible, place homework assignments on the teachers' sharing drive for further clarification.

Staff

Teachers shall:

- Set clear standards and expectations for the quality of work based on the needs of pupils.
- Create an effective system for communicating homework guidelines for parents and pupils.
- Review homework and provide timely and appropriate feedback regarding the completion of assignments as a step toward mastery of standards.
- Coordinate projects and assignments among the teachers teaching the class so that all pupils have ample time to complete the assigned.
- Assign homework that is academically challenging and developmentally appropriate to the pupil's level of competence. Ensure that the resource materials including textbooks and digital tools such as flash drives, electronic textbooks and websites are provided to guide the success of the assignment.
- Design quality homework, which is relevant to the curriculum and/or tied to mastery.
- Allow for varied learning styles by including choices in types of assignments when possible.
- Provide pupils with a reasonable estimate of the amount of time necessary to complete each homework assignment.
- Provide specific written explanation, rubric or model, of long term assignments so that the requirements, expectations and timelines are clearly understood by the pupils.
- Provide pupils the opportunity to ask questions on assignments before leaving class.
- Evaluate group projects based upon a pre-defined rubric which includes individual pupil participation and group process and allows time in class for individuals and groups to work on projects.
- Be considerate when assigning homework the day after a religious holiday and assigned school breaks and weekends.
- Ensure that pupils receive specific feedback on each assignment for clarity and comprehension and follow-up to close learning gap.

Responsibilities of Parents:

Parents shall:

- Provide a suitable environment for homework. Establish a quiet, well-lit study area.
- Remind pupils that homework is their responsibility. Monitor pupil's organization and daily list of assignments as listed in their school diary.
- Guide or assist in homework when unusual difficulties arise but never do the homework for their child.
- Encourage pupils to ask their teacher(s) clarifying questions concerning their homework.
- Communicate with the teacher(s) to stay well-informed about the pupil's learning process
- Monitor activities so that sufficient time is set aside for homework.
- Prohibit cheating, plagiarism and any other dishonest practices in the completion of homework.
- Communicate with the teacher if their child faces difficulty coping with assigned homework.

Responsibilities of Pupils:

- Write down assignments in your **Pupil Handbook**.
- Be sure that all assignments are clear; don't be afraid to ask questions if you do not understand.
- Set aside a regular time for studying.
- Find a quiet, well-lit study area.
- Work on homework independently whenever possible, so that it reflects your ability.
- Produce quality work.
- Complete all assignments honestly in accordance to the teacher's directions.
- Make sure assignments are done according to the given instructions and completed on time.

Late-Work Policy

Pupils who consistently hand in late or incomplete assignments or who fail to submit assignments will be subject to progressive consequences:

i) Communication with parents:

When pupils fail to hand in completed assignments on time, teachers will communicate the situation with parents through the Pupil Handbook or a phone call to reiterate the expectations and to assist in monitoring the homework. Pupils can be set another deadline for completion of homework or be assigned to participate in the After-School Reflection programme.

ii) After-School Reflection Programme:

Failure to complete homework on-time will result in an immediate/scheduled delayed* after-school reflection time.

- If a pupil does not have the homework completed for a class that meets the assigned time frame, he/she will be assigned to an after-school reflection time to complete that homework and reflect on reason(s) for non-completion and ways to avoid repeat of offence (teacher to inform parent of the assigned reflection time).
- If he/she does not complete homework for a class that meets the assigned reflection time for the day, the teacher will inform the parent and further actions will be taken. After-school reflection time takes place under the supervision of a teacher. When pupil fails to report to the assigned after-school reflection time, it will/may lead to an offence assigned by the Pupil Management Department (refer to consequences listed in the Pupil Handbook).

iii) Behavioural Management Actions

If a pupil persistently fails to complete homework despite undergoing after-school reflection time, the pupil will be subjected to further behavioural management actions. Parents will also be called to the school to work out an intervention plan together with the teachers and school leaders.

* dependent on teacher's schedule