



HOMEWORK POLICY

RATIONALE

Homework is academic work, which is of paramount importance for students, parents, and teachers.

(Bembenutty, 2010; Dettmers, Trautwein, Lüdtke, Kunter, & Baumert, 2010; Patall, Cooper, & Wynn, 2010; Trautwein, Niggli, Schnyder, & Lüdtke, 2009).

This policy encourages a sense of responsibility for homework amongst all school staff. Regular homework is a valuable aspect of the learning process and contributes to the development of sound study skills. It consolidates and supplements the work done in class and promotes independent learning and creativity.

In accordance with the school mission statement, we see homework as part of a holistic education enabling students to reach their full potential. NIS also views homework as an important aspect when pursuing academic excellence.

The benefits of homework are tangible and homework helps children learn valuable skills such as:

- Taking initiative
- Developing time management skills
- Learning to love learning
- Improving a grasp on subject matter
- Understanding the importance of planning

Good quality homework can:

- improve a student's rate of learning by 15%
- advance children's learning by a year
- increase average achievement by 62% compared to students not given homework.

JOHN HATTIE, VISIBLE LEARNING (2009)

EFFECTIVE PRACTICES FOR TEACHERS

Practice	Explanation
Give less more often.	Distributed practice is critical for maintenance and retention. Providing multiple, smaller practice opportunities is superior to a single, large practice session.
Have a specific purpose in mind for each student.	Have a specific goal for the student to accomplish and understand the value of the assignment for each student.
Ensure the task mirrors the instruction.	For example, if instruction has been limited to the knowledge level, requiring students to use the content for application, in a new format, is not appropriate.
Allot enough time to present homework and ensure student attention.	Because many students write slowly and have difficulty with multiple step directions given orally, rushing through presentation of homework may mean students will not know what to do. Make sure students are listening when you are giving an assignment.
Verify student understanding of the assignment.	Merely asking students if they understand the assignment does not verify that they do. If the task is new and unfamiliar, it may be helpful to demonstrate how it is done.
Explain the purpose of the homework and how it will be evaluated.	Explaining why the homework is important and what it is designed to do may help students be more motivated to complete it. Standards for grading should be made explicit to students and their understanding ensured.
Provide feedback in a timely fashion.	<u>Homework should be evaluated as soon as possible and written or oral corrective feedback given to students.</u> This is especially important if students have not yet mastered the targeted content or skills.

*KATHY RUHL, CHARLES HUGHES (2010)

Wise teachers have learned that students at all levels are more motivated to complete assignments that are visually uncluttered. Less information on the page, plenty of room to write answers, and the use of graphics or clip art make tasks look inviting and interesting.

GENERAL HWK GUIDELINES

1. Homework must never be used as a punishment.
2. With the exception of “School Projects”, homework should not be used for formal assessment.
3. Completing class work should not be considered as a homework task.
4. With the exception of G9 – 12, homework cannot be assigned over the end of term holidays.

SCHEDULING AND TIME PARAMETERS

Studies suggest that policies indicating the amount of homework should consider the following factors:

1. **Age Group:** Primary school students shouldn't be given large amounts of homework. students in examination classes (G9 – 12) would benefit from larger amounts of “purposeful” homework.
2. **Completion Time:** Homework should be structured to allow completion within a reasonable time

(At NIS reasonable time for homework completion means not less than two (2) nights)

3. **Local Community Requirements:** Homework policies should address the needs of the local communities they serve.

Therefore, the following recommendations for NIS should be observed:

Grade level	Max' Homework Per Week
KG 1 / 2	1 hour 30 minutes
Grades 1, 2	2 hours
Grade 3	3 hours
Grade 4	4 hours
Grades 5 and 6	5 hours
Grade 7 and 8	7 hours
Grade 9 and 10	11 hours and 30 minutes
Grade 11 and 12	+15 hours*

*Students of grade 11 and 12 can get as much” HWK as the teacher believes is reasonable to prepare them for their upcoming examinations.

Accordingly, the maximum weekly amount of HWK for each subject per grade level is explained in the table below:

GRADE*	English Language	Mathematics	Science	Arabic/Urdu	ICT	Social Studies	Electives	Biology	Chemistry	Physics
KG	30	30	10	20						
1 and 2	40	40	10	20	10					
3	50	40	20	40	20	10				
4	60	60	40	40	20	20				
5 and 6	80	80	40	40	30	30				
7 and 8	120	120	50	50	40	40				
9 and 10	120	120			90		90	90	90	90

*KG and G1-3 departments will produce their own HWK schedule to help organizing HWK assignments.

Optional Assignments:

In some cases, the teachers will still wish to give the students extra work to practice. This, if does not meet the parameters, can be included as (Optional) Assignments.

Optional Assignments:

- are optional, and students should not be penalized for not completing them
- should be added in the MS Teams Assignments the same way official assignments are added. Teachers will use the same naming format and add the word (Optional) at the end of the title: **WK7-Math-Integers-worksheet 1 (Optional)**
- Do not need to meet the scheduling and time parameters for official assignments.
- Do not require the teachers to mark
- Can be given during weekends and/or official breaks

SCHEDULING AND TIME PARAMETERS {Continued}

- Teachers should use professional judgment when setting HWK. The more time the HWK will take students to complete, the more time they should be given to submit. **This should not be less than 48 hours in any case.**
- Teachers should not exceed the weekly allocated HWK time.
- Daily reading practice is not considered as part of the time guidelines.
- Studying for tests and quizzes will be figured into the time guidelines.
- KG and Primary Coordinators will their own departments' HWK timetables.
- **For teachers of students in G6-12, only 3 HWK sets per day is considered as an acceptable amount.**
- Secondary Form Tutors will post a laminated A3 size class timetable in their classrooms and get the teachers to highlight on the timetable the days in which they wish to assign HWK.
- Teachers are expected to plan ahead so they follow the timetable in order to avoid congestion and not to overload students with too much HWK time in one day.
- HWK must be distributed across the week and teachers cannot assign the whole amount of allotted HWK time on one day.

Setting up a routine for homework procedures, will make both teachers and students feel more organized and this will eliminate any homework scheduling issues

MONITORING HOMEWORK (TEACHERS)

- With the exception of KG1 & KG2 (Who will use diaries), teachers must use the **MS TEAMS** Assignments Tab to assign homework.
- All HWK must always be marked (by either yourself or peer correction) with meaningful and thorough written feedback following the Marking & Feedback Policy*
- All HWK should be returned in a reasonable timely fashion. **ONE WEEK IS THE ABSOLUTE MAXIMUM.**
- If the student regularly fails to submit homework or regularly submits homework late the teacher must follow the BfL Policy*.
- Teachers must report students who regularly fail to meet the HWK submission deadlines or quality expectations.
- Teacher involvement is key to the success of homework; therefore, tasks should always be revisited during lesson time when appropriate.

"The best thing you can do is to reinforce something you've already learnt." (hattie, 2014)

HOMWORK SETTING – QUALITY MEASURES

- Teachers must give regular HWK.
- Teachers must adhere to the HWK scheduling and time parameters.
- HWK must evaluate a learning the students have already completed.
- HWK must be accessible by all students.
- Except for KG, when assigning homework, it is compulsory to assign the homework using Teams assignment feature.
- When posting assignments, ensure assignment is posted to your subject channel not on general channel.
- When posting assignments, ensure to use the standard title naming. **WK7-Math-Integers-worksheet 1.**
- Teachers must specifically mention the chapter/lesson/page number in the title and upload any external resources, worksheets or links the students need to complete the HWK
- HWK instructions must be very clear.
- Teachers must include the time duration they expect the students to spend in completing the HWK.
- When teachers follow the MS Teams Assignment Turn in feature to evaluate assignments, they must complete the marking (points) and type feedback in the proper section.

MONITORING HOMEWORK (ADMINISTRATION)

Coordinators will be given the tools to monitor their teachers' HWK activities. Coordinators must follow up with their teachers to ensure the following is applied:

- Teachers are posting HWK in the MS Teams Assignments of their specific Channels.
- Teachers are following the correct naming format.
- Teachers are giving regular HWK.
- Teachers are giving quality HWK. HWK should promote creativity and critical thinking.
- HWK is accessible by all students.
- Teachers are adhering to the HWK scheduling and time parameters.
- Teachers are collecting and marking their students' HWK on a weekly basis.
- Teachers are returning the marked books to their students, as per policy.
- Teachers are adhering to the marking and feedback policies.
- Teachers are following up with the students failing to meet the requirements of submitting HWK.
- Supervisors and school principals will also be given access to monitor teachers' HWK activities through MS Teams.
- Regular checks on students' workbooks will be applied.
- Timely audit for students' workbooks will occur.