



# **H.H. Shaikh Rashid Al Maktoum Pakistani School Dubai**

## **Homework Policy and Procedure**

This policy will ensure the attention of staff and students to follow homework procedures rigorously.

**Approved by:**

**Principal**

**Senior Leadership Team**

**Human resource**

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## **Introduction**

Homework is a set of tasks assigned to students by their teachers to be completed outside the classroom.

For homework consistency to remain effective, we will undertake yearly reviews of the policy.

### **1. Purpose and Scope**

The school's approach on homework places a high priority on helping students develop their writing and creative talents. This policy's main goals are;

- To encourage students to develop the confidence and self-discipline to work on their own essential skills.
- To consolidate and reinforce independent thinking, research, investigation and creative writing skills and understanding.
- To expand classroom instruction outside of the physical boundaries of the classroom through supplementary reading, independent study, and group projects.
- To foster the relationship between school and home.
- To give parents the information on what is being taught in the classroom and their children's development through the teachers' feedback.

### **2. Process**

A variety of methods are utilized when assigning homework to students in order to satisfy their needs and have the greatest possible influence on teaching and learning in the classroom.

**Step:1** Homework schedule is shared with staff, students and parents upon starting the new term.

**Step:2** Teacher instructional guide for homework correction is shared with all subject teachers by school office.

#### ***2.2 Types of homework/assignments***

##### ***2.2.1 Preparatory homework:***

This helps the students to provide background information on a unit that includes;

- making mind map
- vocabulary introduction
- Background reading
- Reading e.g. English text for class discussion

- Researching topics and writing main points after discussion
- Pasting items or drawings e.g. geometric shapes.

### *2.2.2 Practice exercises:*

Providing opportunities for students to apply new knowledge or to review, revise, and reinforce recently gained abilities, such as:

- Exercises for consolidation of concepts
- practising for mastery in spelling
- diagrams and its explanation
- Formulas and practice sums
- Writing facts about a current issue
- Reflecting on reading for pleasure
- Essay writing

### *2.2.3 Extension assignments:*

- These tasks will be given to encourage students to pursue knowledge individually and creatively, including:
- Research work
- Big write
- Presenting their research and findings through PowerPoint presentations
- Writing e.g. a book review
- Poster making or designing something e.g. an art work
- Investigations e.g. science, social science
- Researching e.g. history, local news

### *2.2.4 Vacation Homework:*

The homework is specially designed during summer and winter break and includes creative and interesting tasks, hands on learning, research work and application of knowledge in real life.

### *2.2.5 Homework for Students of Determination:*

To make sure that all tasks are appropriately challenging to the needs of the students, we assign homework to all students as a regular part of the schedule however listed SOD's get differentiated tasks within the class as per IEPs.

### *2.2.6 Graded & Ungraded Tasks*

Homework consists of graded and ungraded assignments. In each term project/presentation and best of three assignments are graded and average is included for assessment during the term.

### *2.2.7 Home work load*

Keeping in view the well-being of our students we design homework according to the age group and grade level of students. The duration of the homework is maximum 30 to 40 minutes per task in EY's & Primary while 40 to 60 minutes in Middle & High Phase.

Homework does not stop students from participating in afterschool activities such as sports and music clubs of any kind

### *2.2.8 Successful practices for homework*

- Assignments schedule is shared on LMS with students and parents
- When homework is not handed in on time or is not submitted, the department will take the appropriate action. Teachers frequently send reminders through the LMS.
- In case of any difficulty with the assignments, in class support is provided
- Plagiarism is unacceptable, and the work of the students who fail to meet the criteria of academic integrity is returned for re-submission.

## **3. Role & Responsibilities**

### *3.1 Role of the school*

- Explaining to students and their parents the purpose and benefits of homework.
- Designing homework for students that develops their learning
- Setting an amount of relevant homework which is appropriate to the ability of each student
- Ensuring that students are aware of what is expected of them, and how their work will be assessed.
- Giving students sufficient time to complete their homework,
- Timely correction of homework with constructive feedback.

### *3.2 Role of Parents*

While parents' assistance in homework tasks is commended, students should be allowed to work independently as far as possible

- Knowing and understanding of the homework policy
- Encouraging and supporting their children to complete homework for timely submission
- Providing a dedicated place and desk for homework and study

- Communicating any concerns with school about the nature of homework and their child's approach to the homework

### ***3.1 Role of Students***

- Being aware of the importance of homework and of the school's homework policy
- completing homework within the given time frame
- Seeking assistance from teachers and parents when difficulties arise
- Organizing their time to ensure that sufficient time is given to complete homework set in a reflective and appropriate manner.

## **4. Relationship with Other Policies**

- Assessment policy
- Curriculum Policy
- Inclusion Policy