



HOMework POLICY

1. Definition of homework

Homework is any work /activity students are asked to do outside their lesson time (studying is included here as homework). Homework is assigned by the teachers to their pupils. In some cases, a student is required to perform extra work in order to catch up to the required level. The school recommends to pupils and parents a daily work of revision of the lessons of the day.

Students with special needs may also need a different approach to homework from the one proposed in this document.

2. Purpose of homework

- Completion of work started in class;
- Revision for tests, or learning work;
- Project/display work;
- Additional reading to complete class work.
- Preparation for presentations and group work;
- Additional tasks to support work done in class and develop certain skills;
- To encourage students to develop the confidence and self-discipline to work on their own;
- To learn to manage their time so that they spread their work load evenly throughout the week.

In any case:

- Teachers must practice differentiation and personalized teaching when assigning homework.
- Homework should not be given as a formal assessment since students may have been helped and the educational support available in one family may differ from that in another.
- Homework must always be checked and corrected.
- Must not be given as a punishment
- It should always have a clear pedagogical objective which should to be communicated to pupils.
- Teachers should not propose homework during holidays.

3. Communication

All assignments and tests must be published in the school management system (SMS) S1 to S7 and must be mentioned in class. It is also possible to use the Office365 platform (Teams: Assignments) to assign and further elaborate on the assignments. In this case, the SMS assignments must clearly refer to Teams/Office365, or teachers must inform parents, e.g. by e-mail, that they will assign the tasks in a specific way throughout the whole school year.

Assignments should also be entered in the school diary by students, especially in S1, S2 and S3. All tests should be posted in SMS.

4. Responsibilities of parents, teachers and pupils with regard to homework

Responsibilities of teachers

- Performance in homework should be considered as part of the overall formative assessment of the pupil.
- Teachers should take care homework is appropriate to the pupil's skills, level and age.
- Homework is corrected and/ or marked regularly. This can include peer assessment and self-assessment.
- In the week before exams in S5, S6 and S7, there should be no homework because the pupils need to focus on revision.
- Long written assignment must be always individually marked and commented.
- Considerations should be given to the students who were absent in terms of whether they need to complete a piece of homework and what would be an appropriate timeframe.

Responsibilities of students

- Students must do always their compulsory homework.
- Students are responsible for regularly checking SMS or TEAMS for homework.
- S1, S2 and S3 will write in their agendas the homework or each course.
- Students must respect the homework deadlines.
- Being away on the day that homework is set is not an excuse for not doing it.
- If a student is absent, he/she needs to find out what work has been given and catch it up.

Responsibilities for parents

- Reinforce the idea of the importance of homework.
- Provide a suitable study area and the necessary tools to complete the homework assignments.
- Make sure that after-school activities are compatible with having enough time for homework and other family activities.
- Agree with students on a specific homework time.
- Make sure that sources of distraction (computer, mobile phones, TV...) are controlled during the homework time (it should not be underestimated their impact on the student's concentration)

5. Approximate time to be allocated for each year and each subject

The nature, frequency and volume of homework set are left to the professional judgement of the teachers. However, they should take into account the number of periods they teach by week and to give, if necessary, a weekly proportional homework for their students. Teachers should be flexible when proposing homework, and a reasonable agreement with the students, when they have other homework tasks and exams to do, as to when the homework is due is desirable.

Time for homework by year:

The following amount of time is just approximate. The maximum time foreseen for homework should not be the rule. This amount of time may vary and increase/decrease for students with special needs.

S1 45-60 minutes per day.

S2–S3 45 minutes-1,5 hours per day.

S4–S5 1-2 hours per day.

S6–S7 Depending on the pupils' individual programs.

6. Policy on short and long tests

As a general rule, long test (at least one period) and short test (less than one period) should be announced at least one week in advance (long tests) or three days in advance (short tests).

Short and Long test in S1, S2 and S3

Long test should be reduced as much as possible in S1, S2 and S3 and other forms of assessment being implemented. The school will provide an equilibrated calendar for these long tests.

7. B-test, long test and PreBAC for S4, S5, S6 and S7

The school will provide an equilibrated calendar for these tests. In case one of those exams is not done in the foreseen date, it will be changed trying not to overload students with many exams the following weeks.

Due to the large accumulation of exams in S4 and S5, other long tests and short tests not foreseen in the school calendar should be avoided.

In S6 and S7, where there is not a long tests calendar, when proposing a date for these exams, an agreement with the students is always advisable.