



## Secondary Homework Policy

### 1. Purpose

The purpose of this Policy is to establish clearly how students, parents, guardians and teachers are committed to extend learning experiences at school in order to reinforce, enhance and develop knowledge learned during school and to promote independent learning.

### 2. Scope

This Policy applies to students, teachers, parents and guardians.

### 3. Policy Statement

Relevant homework is assigned regularly to support students: to reinforce what they learn in class and to enable them to come prepared to participate meaningfully for the next lesson. Homework is also assigned to make students increasingly responsible for organizing their learning materials, as well as managing their time and deadlines. Although the assignment of homework is a policy of the School, students should not spend more than one hour daily in Grade 6 and no more than twenty minutes per subject in Grades 7 and 8.

Homework collected is part of formative assessment, and it is used to provide constructive feedback from the teacher. Sometimes projects and class assignments need to be completed for homework, and are thus included in grades. They are not recorded as homework and students will be given at least two weeks to complete an assignment, which contributes to a grade.

The time required for homework will increase incrementally through High School, but it should never compromise the wellbeing of students; this is in line with our Approaches to Teaching and Learning pedagogy. Middle School students who select the Media Program or a Classical language are expected to dedicate more time to homework in order to meet the course requirements. The School has introduced a shared calendar via ManageBac in order to track daily homework load.

### 4. Procedures

In conjunction with the weekly assemblies on Approaches to Teaching and Learning, students are encouraged and guided on managing time wisely, and on exercising their memory and thinking skills. This is facilitated by their pastoral care teacher.

Homework is announced in class and posted on the portal by each teacher, who will also indicate the estimated time to complete the homework.

Homework is checked on a regular basis. On PowerSchool it is marked as a check. The category is weighted 10% and students receive a 1/1 if the homework is complete, and 0/1 if it is not complete. The average score for completed homework submissions is what comprises the 10% homework category of the semester grade. For example, the average for 19 completed homeworks out of a total of 20 assignments is 9.5% on the semester grade.

Students who are ill are exempt from homework until they return to school. Upon return to school, students are encouraged to seek guidance on the work they were absent for. It is the student's responsibility to make up for missing work in agreement with the teacher.

## **5. School Sponsored Activities**

When students are involved in school sponsored activities, (MUN, RSHM Events, Concerts, Musicals) they are exempt from homework, but are responsible to seek clarification from the teacher in order to help them to recuperate the work they have missed. (This is recorded on PowerSchool as Exempt and Missing).

## **6. Missing Assignments**

*M* (missing) is recorded on PowerSchool for assignments which are not completed.

Students are required to turn in missing homework on the following day; the *M* on PowerSchool will then become a check mark.

If the homework is not turned in, the grade becomes a zero. Missing assignments are accepted in the next class or the following, at the discretion of the teacher.

Middle School students who consistently fail to complete homework, resulting in limited class participation, will spend their lunch recess from 12:45 until 13:15 doing homework in the library.

## **7. How we meet the Policy Objective**

The policy is discussed and reinforced regularly by both teachers and students in the context of *ATL* Assemblies and Student Council meetings.

*Student Responsibilities:*

- Refer regularly to the strategies you are learning during the *ATL* Assemblies. Remember to use your time productively and to give yourself ample time to complete the assignment reflecting your best effort.

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- Use class time wisely and effectively to minimize homework. Participate and ask questions if you are unsure about the assignment. Do not leave the classroom uncertain of what the assignment entails.
- Turn off all electronic devices which cause a disturbance to productive and purposeful work. (Mobile phone, iPad, etc.)
- Go to the Portal and read the assignment carefully.
- Ensure that all necessary resources, such as textbooks, notes, and study guides, are brought home and are easily accessible.
- Remember that you are required to complete all homework assignments in a conscientious manner and submit them by the designated due date. Be proud of your effort.
- Homework is to be completed independently in line with our Academic Honesty Policy and with a high level of effort; always try your best. Remember that you also learn by making errors.
- Check your schedule and pack your backpack for the following day.
- Plan time for completion of long-term assignments, projects or oral presentations. Please consult with your teacher regarding meeting deadlines and remember to collaborate with your group if you are involved in a group project.
- Be responsible for getting assignments when absent from school; missed work must be completed. Talk to your teacher.

## **8. Further Information**

Questions regarding the content of this Policy should be directed to the Principal / Headmistress.

## **9. Record of Approval**

This Policy was reviewed by the Secondary Management Team and approved by the Board of Regents.

It will be reviewed annually.