



Homework Policy

For school year 2018-2019
Date of approval: 07.06.2018

1. Purpose

Avenor College considers homework as an extension of classroom instruction and part of a student's learning experience. It is a shared- responsibility to guide students learning, investing their own effort in a sustained way, in order **to become independent learners**, according to the Common Ground Collaborative (CGC) learning principles.

2. Principles

The homework policy is based on the fundamental principles that **meaningful homework:**

- reinforces students' learning and enhances academic achievement;
- puts into practice the students' knowledge and understanding using their skills and abilities according to their learning needs;
- creates opportunities to develop students' sense of responsibility and accountability;
- fosters intellectual discipline, autonomy and life-long learning skills.

The policy applies to students from grades 1 to 12. There is a no-graded-homework policy in nursery and grade pregtitoare.

3. Types of homework

Homework generally falls into one or more of the following categories:

- Practice assignments** that reinforce newly acquired skills or knowledge;
- Preparation assignments** that help students get ready for learning that will occur in the classroom;
- Extension assignments** that require students to apply previous learnings in a new context and provide challenging opportunities for research and enrichment;

d. **Creative assignments** that encourage students to develop their own ideas related to a given topic and emphasise creative learning and initiative.

4. Integrated study skills approach to learning

Homework consists of purposeful learning activities assigned to students and completed inside and outside of class time. Study skills are integrated within the curriculum as follows:

1. Homework with the class:

- 1 to 3 **guided-study lessons** (grades 1 to 8) or **private independent study** (grades 9 to 12).
- A study-skills routine is put into place to practise peer-assessment/checking and self-reflection on the assignment completion and quality.

2. Weekly study at home:

- The weekly homework will consist mainly of: “silent”, out loud or buddy reading, extensive reading, checking information, research reading, re-doing tasks inadequately completed in the classroom; project-specific activities (information browsing, information selection, material gathering, etc.) as well as differentiated “training exercises”.
- Students can be challenged by receiving additional homework to do at home and with the approval of the family during the week, especially before school contests or exams.

5. Setting Homework. Student planner

The Student Planner is designed as an efficient working tool to help students organise their own learning and practise their management skills (content, space, time, etc.) as well as prioritising actions, data collection or reflecting on personal school learning experience. Students will write the homework details in their student planner.

6. Recording and reporting homework guidelines

Teachers will insert the homework details on the Engage-MIS, giving constant feedback on the completion status and performance quality of the HW assignments. A monthly report will guide the process of monitoring homework impact on student learning, including a complete analysis on the

amount and type of homework assigned according to the students' level of development and specific needs.

Teachers will set students' **homework at a level and amount appropriate to their age and understanding**. Homework will be related to school work. It will not be necessary for parents to teach their children in order for the homework to be achieved but we hope that parents will take an interest in the tasks. These tasks will also inform parents as to the nature of the work going on in class and the achievement levels of their children. Homework may, amongst other things, be reinforcement of objectives learned in class, it may be gathering information for using in a lesson or it may be the completion of work unfinished in class. There should always be a purpose to homework and it should never be given out as a "time-filler". Homework tasks should not take an excessive amount of time. This varies in relation to the student's year group.

Below are the guidelines we follow, in total hours, for each year group:

Grades 1 & 2	30 to 60 minutes per week
Grades 3 & 4	60 to 120 minutes per week
Grades 5 & 6	30 minutes per day
Grades 7 & 8	45 to 90 minutes per day
Grades 9 - 12	90 to 120 minutes per day

In each homeroom a **homework timetable template** is displayed for students and teachers to write homework details, ensuring that the homework tasks from different school subjects do not over-accumulate on certain days. For example, in middle school, some subjects should set a maximum of 2 pieces of homework per week. It is expected that teachers will allow students **longer periods of time to complete longer homework tasks**. Teachers will mark homework and give feedback to students as part of the classroom routine.

See HOMEWORK folder on the school intranet for more practical homework advice.

7. Not submitting homework

Our school firmly believes in equal opportunities and in educating students while focusing on responsibility for their own life and their own progress, as well as on responsibility towards the community and society of which we are all part of.

As a result, not submitting homework will lead to the following **consequences**:

- For **3 unsubmitted homework assignments /per school subject, every month**, the student will get UNSATISFACTORY/ grade 4/F.
- For **3 unsubmitted homework assignments in two consecutive months**, as mentioned before, the student will get UNSATISFACTORY/ grade 4/F.
- For **a total of 4 unsubmitted homework assignments throughout a term/school subject**, the student will, again, get UNSATISFACTORY/ grade 4/F. Parents are invited to a student-led conference. Targets are set for improvement.
- For a no-homework habit, the re-registration in the next school year can be conditional.

Avenor College teachers will record the homework status in the Engage-MIS, always taking into account the reasons why the homework was not submitted. Homework is not considered unsubmitted if the reasons are medical or family-related, as long as there is a written justification. The student will record in the student planner the reasons for the unsubmitted homework, and their parents will have to sign it, as acknowledged.

8. Holiday Homework Recommendations

Holidays are also an opportunity for the students to keep being stimulated, to stay informed, to do research or to apply the knowledge acquired during the school year in new contexts. For example, visiting new places, going to a museum, watching a good movie, and especially supplementary reading based on the knowledge acquired during the school year will be an argument for our common desideratum, of connecting the knowledge within the education curriculum to practical reality. Therefore, we recommend parents to offer their children a stimulating environment during the holidays in which learning happens in a relaxed way, in their own private space, and also during trips and getaways.

Furthermore, students will also receive specific holiday homework from their teachers, being careful however not to turn it into a chore and source of stress for the children because of its size. We recommend using holiday notebooks for various education subjects, as their nature is both instructional as it is recreational. There are many holiday notebooks on the market, and therefore we will choose the most representative resources in terms of scientific quality, and also attractiveness. Also, starting from the Grade 2, we will recommend our students supplementary reading in Romanian and in English.

9. School leaders' Roles and Responsibilities

- The learning leader's team, after consultation with the teachers, will be responsible for the establishment of a homework policy in the school. The key-stage coordinators will take the steps necessary to ensure that teachers, students and parents are informed of the school's homework policy at the beginning of each school year. They also monitor how the homework programme is implemented and evaluate the homework relevance in terms of transfer of learning in real-life contexts.
- The SLT is responsible for approving the homework policy proposed by the learning leaders' team.

10. Teachers' Roles and Responsibilities

- To inform the parents at the beginning of the school year about the homework policy;
- To plan the homework thoroughly, taking into consideration individual learning needs of the students and in consultation with the other teachers, in order to avoid an overload of tasks (e.g. Class Assignments Calendar);
- To set the homework in due time, giving clear instructions, explaining the success criteria;
- To check the homework on a regular basis;
- Homework is marked as soon as possible and is followed by written feedback;
- The feedback can take the form of notes/symbols/images/codes, and is always shared with the student;
- Avoid using homework as a method to sanction undesirable behaviour or to increase the overall achievement grade;

11. Students' Roles and Responsibilities

- To understand that learning is personal and entails a lot of effort, active and voluntary engagement;
- To write down the homework very carefully; to use diacritic signs in computer writing;
- To complete the homework fully and to submit/ hand it in on time;
- To redo repeatedly inadequately solved tasks or those that need consistent practice in order to eliminate any potential learning difficulties that have been highlighted by the teacher;
- Nursery and preparatory grade students have no “graded” homework to do at home;
- Grade 1 and 2 students are given guidance in the accurate writing down of the details concerning the homework in the **Student Planner**;
- Grade 3 to 12 students are responsible for keeping a complete and accurate record of homework in their **Student Planner**.

12. Parents' Roles and Responsibilities

- To assure the optimal conditions for doing the homework at home (away from digital devices, in a noise-free atmosphere, with proper lighting, etc.);
- To announce the reason for which, in exceptional situations, the homework has not been completed on time / at all and to suggest a measure to repair the situation;
- To notify, in writing, the learning difficulties faced by the child in solving the homework that had to be done at home, supporting thus the teacher in improving the situation;
- To avoid completing/doing assignments for the child.