



# **GREEN VALLEY ISLAMIC COLLEGE**

## **HOMEWORK POLICY**

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Homework is work that enhances student learning, is purposeful and relevant to students needs. It should be appropriate to the phase of learning and to the capability of the student, varied, challenging and clearly related to class work.

Homework provides students with the opportunities to consolidate their classroom learning, pattern behaviour for lifelong learning beyond the classroom and involve family members in their learning. The setting of homework takes into account the need for students to have a balanced lifestyle.

Homework includes the extension of class work, independent reading, projects and research. Each faculty and subject will have its own requirements for the type of homework that will be set. For further information, please consult with the relevant Head of Department or class teacher.

### **Responsibilities re: homework**

#### **Teachers**

Teachers help students establish a routine of regular, independent study by ensuring the school's homework policy is implemented, setting homework on a regular basis, clearly communicating the purpose, benefits and expectations of all homework and most importantly checking homework regularly and provide timely and useful feedback. All teachers should discuss with parents/carers any developing problems concerning their child's homework and suggesting strategies to assist with their homework. Finally, teachers should always encourage students to revise their homework and class work regularly to enhance their understanding and learning.

#### **Students**

Students take responsibility for their own learning by being aware of the school's homework policy, maintaining and recording homework in the school diary and accepting responsibility for the completion of homework tasks within set time frames. Students should never hesitate to seek assistance when difficulties arise and making corrections to their homework when it is marked, to enhance their understanding and assist them with future tasks.

#### **Parents/Carers**

Parents/guardians help their children by talking with them, involving them in tasks at home including shopping, playing games and physical activity. Parents/carers should constantly encourage them to organise their time and take responsibility for their learning, encourage them to read and to take an interest in and discuss current local, national and international events and periodically monitor their child's homework diary ensuring that homework is being set, recorded and completed. Finally, Parents/carers must contact the relevant teacher to discuss any concerns about the nature of homework and their children's approach to the homework.

## **Failure to complete homework**

Failure to complete homework on a regular basis could result in at least one of the following:

- Letter to parent/carer or may be contacted
- Parent/student/teacher meeting
- Referral to Head of Department and Discipline Coordinator
- Completion during lunchtime (first time offence)
- After-school detention (several occurrences)

## **Homework assistance**

Libraries and technology such as home computers, E-mail and the Internet will assist students with organising and accessing homework information and skills. The school library is available to students and the class teachers are available at second half of lunch to assist with homework. Homework diaries are useful to develop students' organisational skills, time management and to improve home-school communication.

## **Homework procedures**

If a student knows he/she will be absent on a particular day then the work should be ready on the day he/she returns. If a pattern of homework non-completion occurs, a letter will be sent home. Warning letters alert parents/guardians when non-completion of work leads to endangering the award in the School Certificate and the HSC.

## **Homework may include:**

Practice exercises: providing students with the opportunities to apply new knowledge, or review, revise and reinforce newly acquired skills including:

- Consolidation exercises e.g. maths exercises
- Practising for mastery e.g. spelling words, grammar exercises
- Revising information about a current topic
- Practising words or phrases learnt in a language other than English
- Reading for pleasure
- Essay writing

Preparatory homework – providing opportunities for students to gain background information on a unit so that they are better prepared for future lessons including:

- Background reading
- Reading e.g English text for class discussion
- Researching topics for a class unit of work
- Collecting items e.g newspaper articles for a media unit

Extension assignments- encouraging students to pursue knowledge individually and imaginatively, are including:

- Writing e.g a book review
- Making or designing something e.g an art work
- Investigations e.g science, social science
- Researching e.g history
- Information retrieval skills eg. Using a home computer to find material on internet
- Monitoring e.g advertising in particular newspapers

IF STUDENTS ARE ABSENT IT IS THEIR RESPONSIBILITY TO FIND OUT ABOUT HOMEWORK AND COMPLETE IT.

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**Warning letter: Failure to complete homework**

Date: .....

Dear parent/carer,

Your son/daughter .....has not completed homework on a regular basis. Specifically the following tasks have not been completed:

.....  
.....  
.....  
.....  
.....

Which was/were set for homework on.....and was/were due for completion by.....

Homework is an important aid to learning. It enables a student to revise and consolidate work treated in class. Students who regularly complete their homework develop research skills, establishes habits of study, concentration and self-discipline, which will serve them for the rest of their lives.

Failure on a regular basis to complete homework can affect your son/daughter’s academic progress.

I am certain you share our concerns for your son/daughter’s progress and that you will discuss this serious matter with him/her especially the need to organise home time so as to ensure homework is completed on time.

Please do not hesitate to contact the College if you wish to discuss this matter further.

Yours sincerely,

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.....

Class teacher

Head teacher

