

Homework Policy

Primary and Secondary

2024



Lae
International
School

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Objectives:

Lae International School values the role of homework in further developing all of our students to ensure they all reach their best potential. This policy has been created to enhance the understanding of homework and how parents and teachers can work together to ensure we are supporting all students within the school.

There has been much research worldwide on the impact of homework in primary and secondary school. It is widely accepted that homework that is meaningful and time appropriate for different grade levels has a significant positive impact on the progress of students.

An important part of learning is the process of forgetting. Our ability to recall forgotten information from our long term to working memory is a measure of how well we have learnt and understood a concept. The homework supplied is designed to promote forgetting and retrieval of information from the long term memory. Students may work on content that was taught during the week, the week before, or even the month before. This ensures that students are systematically strengthening their ability to retrieve the knowledge acquired in lessons throughout the year.

Homework gives students the opportunity to develop the IEA key outcome of analysing and solving problems. Students will develop their independent self-regulation and metacognitive skills ensuring they are able to assess their own progress whilst planning, doing, and evaluating performance on homework tasks.

Purpose of Homework:

There are many different approaches to the style of homework given across primary and secondary. In the younger grade levels homework is heavily focussed on practice of work covered in lessons to ensure students develop a high level of automaticity. This ensures students become fluent in the knowledge taught which leads towards students being able to apply the knowledge in more abstract and unfamiliar situations as they move towards the higher grades in the school.

With homework we are encouraging:

- A more positive attitude to work through low stakes tasks students become more resilient when making mistakes which is an important part of learning.
- Self-regulation, specifically organisation and self-monitoring of time and deadlines.
- The reinforcing, broadening, and extending of the school curriculum.
- Effective communication between school and home.
- Experience of research and reading to foster a love of learning.

Principles of homework:

- Homework should be carefully planned and be an integral part of the curriculum.
- Homework should be adapted to meet the needs of all students.
- Pupils should be adequately prepared for the completion of tasks set.
- Homework should be issued to all grade levels, and to all students.
- Homework should be issued in appropriate quantities and completion dates should be both clear and reasonable.

Types of homework:

Type	Definition	Example
Completion	In the event that there is incomplete work from the lessons student may asked to complete it at home.	Students have planned and begun to write a short story using their plan. The stories are unfinished but students are well equipped to complete the independently.
Practice	The homework is designed to practice the skills taught during the lesson.	Students have been taught a specific equation in science. The teacher supplies them with a question sheet with questions relating to the use of the equation.
Preparation	Homework is given to prepare students for the content to be taught in an upcoming course of lessons.	A teacher supplies students with a knowledge organiser that gives an overview of the different areas to be taught. This gives students some initial exposure to the learning prior to explanations and modelling.
Extension	Any homework that requires to students to further research the application of a current topic being taught. This type of homework is designed to expand on classroom learning. It often requires students to think critically, be creative, and problem solve.	Having learnt about rhythm in music. The teacher asks students to research and explore some examples of how the rhythm in popular music can impact a listeners emotions and feelings.

The role of staff:

The curriculum leadership team of the school support phase leaders, coordinators, and staff to set meaningful homework that enables students to reach their best potential. To do this time and resources appropriate to the grade level and subject are provided to ensure homework is of high quality.

The Deputy Principal with oversight of academics and curriculum matters at the school ensures that the homework policy is embedded in whole school practice. This will ensure the consistency of homework vertically through grades in the primary and secondary and horizontally within the individual subjects in grade levels.

The Heads of Campus, phase leaders, and coordinators are responsible for ensuring that the homework is of a high standard. Any issues or concerns relating to the standard of homework should first be taken to the Heads of Campus, phase leaders, or coordinators. If concerns or issues persist then the Deputy Principal should be notified.

Grade level teachers and subject teachers are responsible for the planning, developing, and setting of homework. Homework must be appropriate to the grade level and students with regards to challenge and time required for completion. The homework should be aligned with the IEA curriculum, though due to spacing to ensure students are retrieving information on a regular basis, some homework may not be given immediately on current topics in lessons. The homework must be presented appropriately and be visibly clear upon photocopying. Unless specified by the teacher homework packs will be photocopied in black and white.

The role of parents/carers:

Parents/Carers should appreciate that homework is an important activity and that they have a key role to play. Parents/Carers should ensure that homework will be completed to the best of their child's ability.

Parents are encouraged to provide practical support for homework by:

- Establishing a routine whereby homework is given a recognized place in home life.
- Discussing homework with your child/children regularly.
- Providing an appropriate place where study can be undertaken.

The Role of Pupils

Pupils will:

- Recognise the value of homework and be made aware of its capacity to improve learning.
- Be encouraged to organise their time to ensure that their workload is as evenly spread as possible.
- Meet the expectation of staff that homework will be completed and returned on time.
- Make use of the support available to them.
- Be made aware of the consequences of non-completion of homework.
- Be made aware of the seriousness of plagiarising homework from the internet or other sources.

Good Homework Setting Practice:

- Homework Checklist Routine:
- Homework is issued at the end of the lesson.
- Homework is recorded by the students or included in their homework folders.
- Homework is recorded in teacher's medium term plans.
- Homework is issued on the same day each week.
- Homework is returned on the same day each week.
- Homework is used to provide feedback towards next steps in learning.
- Return and non-return of homework is recorded by class teacher.
- Students are rewarded/praised for consistent high standard of homework using house points/merits.
- Students are rewarded/praised for consistent return of homework using house points/merits.
- Pupils are rewarded/praised for consistent high level of effort shown in homework using house points/merits.

Methodology:

- Homework is a planned element of the classroom teaching.
- Homework takes into account the ability ranges of pupils.
- Homework takes into account the variation in resources available to pupils.
- Homework tasks are varied.
- Homework tasks are challenging.
- Homework tasks promotes retrieval of concepts currently being taught, taught last week, taught last month....

Extension homework activities to challenge learners:

- Extension tasks are open-ended and promote imagination and creativity.
- Extension tasks may be research based and promote enquiry skills.
- Extension tasks may involve investigative skills.
- Extension tasks may promote self-reflection.
- Extension tasks may involve collaboration with peers, parents and the wider community.
- Completion of extension tasks are monitored closely by class teacher.

Procedure for incomplete homework:

Primary:

- Students that hand in homework regularly should be rewarded using house points and happy faces on charts.
- Teachers will ask students with incomplete homework why they have not completed it and reiterate the positive expectation of homework completion.
- Students missing homework two times in a row should be given an unhappy face and miss some of their Golden time.
- Continually incomplete homework should be raised with the phase leader for contact with parents.
- If the homework completion does not improve then the Head of Campus should be notified for further discussions with parents on progress.

Secondary:

Incomplete homework results in students missing games on a Friday afternoon, during which they will be required to complete the work.

If students require extensions to homework deadlines they should discuss this with their grade or subject in advance. Support will be given to ensure all students are able to reach their best potential.

Maximum recommended time allocations for homework:

Grade	Time Recommended per evening
1	20 minutes and 15 minutes reading
2	20 minutes and 15 minutes reading
3	20 minutes and 15 minutes reading
4	40 minutes and 20 minutes reading
5	40 minutes and 20 minutes reading
6	40 minutes and 20 minutes reading
7	1.5 hours and 1 hour reading
8	1.5 hours and 1 hour reading
9	2 hours and 1 hour reading
10	2 hours and 1 hour reading
11	2.5 hours and 1 hour reading
12	2.5 hours and 1 hour reading

The times given above are maximum amounts that students within the different grade levels should be expected to be completing homework for each evening.

Students will not always have to complete the maximum amount of time as homework may vary in the different subjects. This ensures homework is meaningful and with a directed purpose.

The time for reading is a guidance and this may vary between students and at times throughout the year.

If a student is unable to complete the homework in the maximum amount time recommended, then they should discuss this with their teacher. If there are issues with the time expectations in specific grade levels or subjects, then phase leaders/coordinators should be notified.

Advice to students:

- Students should inform their teachers if they are finding it difficult to cope with the homework demands. As stated above, any consideration of extension of deadlines requires advanced warning. If they simply do not complete the work, then it will be recorded as not completed.
- If students find it difficult to understand what is expected of them when the teacher sets the homework in class, they need to ensure they ask for the task to be re-explained. This will ensure all students have clarity of what they need for homework completion.
- Where work is set with a deadline that is several days or a week away, students are advised to record it and plan the days that they are going to use to complete it. This will prevent them leaving it to the last minute and having a large amount of work to complete.
- Students should maintain a good balance - sport, music and other interests are all important parts of their educational lives. However, school work should take precedence over other external activities.
- Students are encouraged to speak to their teachers about any uncertainties that they may have.

Advice to Parents/carers:

- Wherever possible, make sure that you have a set time when your child completes their homework, and monitor this period.
- Students who are distracted by other activities (such as computer, games etc) and start their homework late will finish it late.
- Try to remove distractions during this time - make sure that students have a quiet, well organised space to complete their work.
- Try to discuss your child's homework with them - discuss deadlines, how they are going to meet them, what is expected etc. Not only will this allow you to understand the demands of the curriculum, but you will also be better placed to help them if they run into trouble.
- It is vital that the students have the chance at home to focus on their school work.
- Encourage a balanced lifestyle. Students that have an opportunity to express themselves or to keep fit by playing sport are more likely to be able to focus on their work at home.
- Contact the teacher if you have any concerns. The best way to avoid problems is to open up dialogue sooner rather than late

Homework timetables:

Primary:

All homework is handed out on the **Monday and due on the following Monday** for Grades 1 – 6.

Grade 7 and 8 homework is set on a timetable basis following the recommended guidelines and be given 7 days to complete the work:

Day	Monday	Tuesday	Wednesday	Thursday
Subjects	English and Science	Personal Development	Maths and Society and Environment	Personal Development

Specialist subjects including ICT, Music, PE, and Art may set homework at times, students in Grade 1 – 8 will be given 7 days to complete this from the day set.

Secondary:

The timetable below gives an overview of which subjects should be setting homework on particular days during the week. This is to ensure students do not find themselves overwhelmed with homework on any particular day. In most cases students will usually be given a week to complete the tasks set on pieces of homework.

Grade 11 and 12 are Higher PNG/ACT students – homework frequency can be variable for these courses. Subject teachers are advised to ensure students are given enough time to complete homework. Students in these grades are actively encouraged to communicate their homework load with their homeroom teacher and their subject teachers.

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Grade 9	English, PD	Maths, Physics, Business	Biology, Chemistry, Social Studies,	Maths, Physics, ICT	English, ICT
Grade 10	Business, Social Studies	Maths, Physics, English	Physics, Biology, Chemistry	ICT, PD, Maths	Social Studies, English
Grade 11	Any Subject	Any Subject	Any Subject	Any Subject	Any Subject
Grade 12	Any Subject	Any Subject	Any Subject	Any Subject	Any Subject