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| Status: | Policy replaces the “Homework Policy” that was put in place in 2007. |
| Originators: | Jess Davey-Peel, VP Secondary and Brandy Stern, VP Secondary |
| Approval date: | June 2018 |
| Date for next review: | 2021 |

Philosophy

As a college, we aim to enhance student learning by providing a positive learning environment for students in order to allow them to flourish. Home learning is an accompaniment to the learning that takes place in school. Students will have home learning to supplement their learning at school on a regular basis. This home learning also helps the students to develop important Approaches to Learning skills such as self-management, organization and research, etc.. It requires the cooperation of all stakeholders in order to be effective.

Aim

The aim of this document is to communicate and provide a clear structure that maximises the effectiveness of home learning and therefore student performance.

Home learning is set for the following purposes...

to review and consolidate what students have learnt in class;
to extend and develop what student have learnt in class;
to research or prepare for the next lesson or topic;
and above all, to develop habits of self-directed learning.

Weekly time allocation for home learning will vary across subjects at different times. Students will also have different home learning requirements throughout the secondary curriculum. Students should plan effectively and set routines to help them to keep track of the home learning requirements. Their Google Calendar and ManageBac will support them with information about deadlines and requirements.

As a general rule in **Year 7 to Year 9** the approximate amount of home learning a student would have would be between 2 - 6 hours across all subjects.

In **Years 10 and 11** the approximate amount of home learning a student would have would be between 4 - 8 hours across all subjects. In Year 11 students will have extra home learning throughout the year related to their self-directed Personal Project.

In the MYP extra home learning should not be set for holiday periods. Any work outstanding can be completed during the holiday and work which has been set as part of the weekly cycle of homework can be done in the holiday. However, teachers should not increase the load beyond the stated allocations simply because of a holiday.

In **Years 12 and 13** given the variable demands of the Diploma Programme, home learning load varies. Students should, by this stage in their education, have developed effective independent learning strategies which they should employ to manage their workload. Students are expected to focus on home learning at weekends and during holidays in order to maximise time available and minimise periods of stress.

It is important that all students maintain effective communication with their teachers, advisor and Head of Year to avoid misunderstandings should the workload become impractical.

Procedures for Home learning

(refer to RCHK Assessment Policy for further information)

Setting of Deadlines

- Deadlines for home learning or assessments that are submitted electronically should be no later than 9:00pm on the due date, or no earlier than 8:30am on the due date.

Extensions to Deadlines

- Due to either unavoidable or exceptional circumstances, and at teachers' discretion an extension may be permitted. Students should communicate with their teacher at least twenty four hours prior to the due date for the home learning assessment.
- In the case of IB DP formally assessed tasks extensions must be discussed with coordinator and will typically only be granted when the request is supported by medical or professional evidence.

Missed Deadline of home learning

In the instance of a missed deadline for an assessed home learning task without an approved request for an extension having prior to the deadline, the teacher will:

- Alert the parents, CCing the Head of Department (HOD) and Head of Year (HOY), via an E-mail of the missed assessed home learning task
- The achievement level awarded for work related to the home learning, when submitted, will not be affected
- In case of a repeat occurrence or repeat occurrences in a specific subject the teacher should arrange a meeting with the student, and HOD to address the situation and to support the students in planning for improved self management in the area. This meeting should be recorded in student notes on Gateway and the HOY should be made aware of the support strategies put in place.
- The HOY should monitor students who have experienced difficulties meeting deadlines in more than one area of their learning and liaise with the relevant HODs, coordinators, and VPs to support the students and negotiate outcomes.
- Students who are missing home learning deadlines may be required to attend support sessions as part of the support strategies put in place
- Home learning related to DP assessments that is submitted outside the deadline stipulated may result in the assessment being entered as a non submission and can therefore negatively impact on the students final attainment. In these situations the matter may addressed by the IB and out of the school's jurisdiction.

Supporting Home learning

Student strategies for effective home learning

You should refer to the ManageBac and Google calendars regularly to ensure that you are able to plan effectively for home learning and deadlines.

Where work is set with a deadline that is several days or weeks away, you are advised to establish plans for how you are going to use your home learning time to complete the tasks. At times you may need to go beyond the stated time allocations for your Year level, but this should not happen every night and should not mean that you are consistently up late working.

You should inform your teachers if you are finding it difficult to cope with home learning demands. If you find it difficult to understand what is expected of you when the teacher sets the home learning in class, take action to ask your teacher to clarify the task for you.

Parent strategies for supporting home learning

Parents are encouraged to assist in monitoring student progress towards the completion of home learning but should not do the students home learning for them. Parents can be most helpful to their children by providing a routine time and place for home learning that is conducive to undisturbed study. Undisturbed study is assisted by limiting, or preferably removing distractions from other activities such as social media, videos games, and smart phones, etc.

We encourage you to discuss your child's home learning with them - discuss deadlines, how they are going to meet them, what is expected etc. The best way to avoid problems is to open up dialogue sooner rather than later. Try not to avoid overloading your child with external lessons. It is best to align the focus of additional support to their teachers who are placed to understand them best as learners within the requirements of the curriculum.

Encourage a balanced lifestyle. Students that have an opportunity to engage with creative outlets, to keep fit by playing sport, and be involved in action in their community are more likely to be able to focus on their home learning.

POLICY Review Cycle

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| May 2018 | Policy Developed | |
| June 2019 | Reviewed suggestions to time allowances | Approved by SSLT |
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