

GOZO COLLEGE QALA PRIMARY

THE SCHOOL HOMEWORK POLICY

A) Purpose of Homework

The HW given has:

- (i) To consolidate and extend the work done in class.
- (ii) To facilitate syllabus coverage and lead to greater academic progress
- (iii) To encourage students to read/study by themselves.
- (iv) To help in the acquisition of research skills.
- (v) To help students organize their time and be meticulous in their work.
- (vi) To encourage students to develop their creativity and ideas.
- (vii) To boost the students' self-esteem.
- (viii) To give feedback to parents regarding the work carried out at school.
- (ix) To give teachers feedback regarding students' understanding.

B) Nature of Homework

Usually HW consists of written work. Written work may include controlled exercises as well as comprehension tests, answers to open-ended questions, book reviews, compositions and project work.

Homework may also include study work, reading work, research work, craft work, work set on the students' tablets or any other work the teacher deems necessary.

C) Preparation for Homework

- Pupils have to keep a HW diary where all daily HW is written down.
- Notes to/from parents/teachers should be written and signed on the HW diary.
- As a rule, teachers should explain the HW given.
- The directions given by the teacher must always be clear and students must know exactly the objectives of the HW given and what is expected of them.

D) The Amount of Homework Given

- 1) The amount of work given depends on:
 - (i) The difficulty of the task assigned.
 - (ii) The time available to do the work.
 - (iii) The abilities of the pupils.
- 2) The HW given should neither be too much nor too little. Daily HW should be completed within a reasonable amount of time so as to leave the students enough time for other activities.

3) Primary school teachers usually give two/three HWs daily, which may also be accompanied by reading/study work. Thursdays will be a Written Homework Free Day when only reading/studying/tablet homework or research will be given. The work given will be of a level which the child can do on his own.

4) On weekends and for holiday breaks, students may be given more HW than for normal school days. Year 4, 5 and 6 pupils may also be given a detailed study/revision plan before Christmas and Easter holidays.

E) The Correction

1) As a rule, teachers of years 1, 2 and 3 always correct the children's work individually. Teachers of years 4, 5 and 6 may also choose to carry out class correction in certain circumstances or for particular subjects. In all cases, the teacher always reviews and signs the work done. During class correction the students will correct their work in green. When the teacher reviews the correction it will be done in red.

2) Specific comments may be written to help children improve in particular areas or to praise the work done. Marks may be given and recorded.

3) Teachers must not only praise achievement but also effort.

F) The Students' Ability

- Teachers are to take due consideration of the students' ability when assigning work.
- Teachers are to give graded exercises whenever possible so as to permit all students to do at least part of the required work on their own.
- Teachers may inform parents of low-achieving students that their children may do part of the required work if they find it too demanding.
- In specific cases, teachers may agree with parents to give easier HW to low-achievers, where applicable in collaboration with the LSA.
- If a particular topic is within the educational reach of low-achievers, they will be expected to do the same HW as the rest of the class.

G) In Case of Illness

1) When children are sick, HWs may be given if the parent requests it (and the child is in the right condition to do it). The teacher will accept back the HWs given when the children return to school.

2) Parents of sick students may pick the HWs from the school office between 1.30pm and 2.30pm. HWs should be picked up every day and not at the end of the week.

H) Undone Homework

1) In the case of a student who rarely forgets his HW

The teacher gives the student a verbal warning and may require him/her to do it during part of the break-time or any other day/time the teacher deems fit.

2) In the case of a student who repeatedly doesn't do his HW

- Besides requiring that the HW is done, the teacher may also inform parents.
- The teacher may discipline/administer corrective action as necessary.
- Parents may be requested to give a written explanation for missing work.
- Parents are required to sign that they have seen the teacher's comments.
- Parents may be called to school to discuss the problem and seek solutions with the teacher and the school administration.

I) The Parents' Role

1) At the beginning of the scholastic year (or at any other time of the year as the need arises) the class teacher is to inform parents about the homework s/he plans to give the pupils during the year.

2) Parents are to be informed on how to help their children with their HW. In normal circumstances this involves:

- (i) Checking what HW is given on the HW diary and signing it to show they have seen it.
- (ii) Following their children from a distance while they do HW.
- (iii) Prompting/questioning their children whenever the need arises.
- (iv) Checking that the HW is actually done.
- (v) Sending notes to the teacher when necessary.
- (vi) Signing the HW when requested.

3) In case of study-work and reading-work, parents can help by listening to their children and/or questioning them while/after they study or read.

4) Parents should never do their children's HW for them.

5) When students forget their HW behind at school, it cannot be picked up after school hours. Students need to learn to be responsible. Parents are not expected to contact teachers personally especially out of school hours to be given the HW.