



Cedarwood School

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CEDARWOOD SCHOOL GRADE 7-9 (Senior Phase) HOMEWORK POLICY

This policy must be read in conjunction with the POPIA Manual

Purpose of this policy

“Homework” includes the tasks or activities which pupils are required to do on their own or, where appropriate, with their parents or peers, in order to reinforce curricular objectives and learning outcomes. Homework should provide pupils with opportunities to consolidate their knowledge, and allow teachers to assess the progress of each pupil through independent learning.

Homework guidelines:

- Homework should be assigned in small units and based on the content taught in class.
- Homework can include reading.
- Instructions for homework should be clear.
- Homework should be interesting and rewarding for all pupils.
- Homework should be integrated into everyday planning and set by the class/subject teacher to meet a need and fulfil a specific purpose.
- Tasks or activities should be differentiated to cater for individual pupils’ learning needs.
- Homework is to be assessed promptly and appropriate feedback and support given.
- English and Mathematics will generally assign homework daily.
- Homework will only be given on Monday to Thursday (this does not include assignments or projects).
- Subject teachers, and SBST where needed, will be available to assist pupils with homework from 14:30-15:00, Monday to Thursday.
- School based assessment tasks (SBAs) such as assignments, projects etc, as required by the CAPS curriculum should be given in all subjects. Pupils should receive these SBAs well in advance in order to prevent bottle-necking and overloading of work.
- Subject teachers should not assign homework on **the day before the due date** of an SBA in that subject.

Quantity of Homework

Grade 7

- Be mindful that Grade 7 pupils are still adapting to College life, subject teachers are encouraged to assign **limited** homework for the first month of Term 1.
- Homework should not take longer than **30 to 45 minutes in total per day**.
- Tests and examinations are part of SBAs and Grade 7 pupils should be given **detailed outlines** of what to study.

Grade 8 and 9

- Homework should not take longer than 60 minutes (Grade 8’s) and 90 minutes (Grade 9’s) **in total** per day.

- Tests and examinations are part of SBAs and pupils should be given outlines of what to study.

Types of Homework

- The task must fulfil one or more of the purposes set out below:
 - Reinforce concepts taught in class.
 - Practise skills taught in class.
 - Demonstrate knowledge learned in class.
- Homework should be differentiated by task or by outcome to cater for the abilities within the class including those pupils on IEPs, ASDAN / pre-vocational.
- Tasks should be varied over time to include:
 - Collaborative work including discussions
 - Problem solving
 - Practical/creative tasks
 - Reading
 - Enquiry and research
 - Recording information
 - Answering questions
 - Writing independently

Pupils' Responsibilities

- Record carefully all homework set.
- Take home all books and equipment required to complete the homework.
- Concentrate and persevere on the homework task set.
- Hand in the homework at the appropriate time.
- Note and act upon feedback from the teacher, verbal or written.

Teachers' Responsibilities

- Establish an understanding that homework is an important and serious aspect of school life.
- Set homework tasks which are a relevant and coherent part of the current work.
- Ensure that the work set is reasonable in terms of time.
- Ensure that the needs of individual pupils are taken into account, either by setting differentiated tasks or by setting tasks which allow for differentiated outcomes.
- Communicate with parents if a problem arises.
- Allow sufficient time in class for homework to be explained and recorded.
- Assess, evaluate and return the work as soon as possible.
- Give verbal or written feedback as often as is feasible.
- Record any serious homework issues.
- Remind pupils timeously about due dates for projects and tasks.
- SMS or emails can be send via the school office to remind Parents about SBAs due.
- Share information with other teachers, regarding pupils' strengths and needs and necessary accommodations.

Parents' Responsibilities

- Establish an understanding that homework is an important and serious aspect of school life.
- Provide a suitable environment and regular routine.
- Discuss homework and assist in planning and organising time.
- Provide assistance during a task, when necessary.
- Encourage and promote independent work habits.
- Ensure that the time allocation is adhered to.
- Communicate with the Subject teacher if a problem arises.

Monitoring

The Head of Phase and Grade Coordinator will:

- Discuss this policy and the procedures with academic staff annually.
- Check planning for evidence of a range of homework tasks and differentiation.
- Take samples from each category of homework tasks set and pupils' completed work, paying particular attention to assessment and feedback.
- Arrange for classroom observation by appraisers to include reviewing feedback to pupils, type and quantity of homework set.

RECORD OF CHANGES

<u>Date</u>	<u>Page no, heading, brief description of changes</u>	<u>Entered by</u>
04/12/2018	New	Management
30/09/2019	None	Management
11/09/20	POPIA	Management