



EUROPEAN SCHOOL OF VARESE- Secondary Cycle – HOMEWORK POLICY

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This policy has been devised in concordance with the European School Framework in Devising School Homework Policies – approved by the Joint Teaching Committee via the Written Procedure 2022/52 on 30th November 2022.

This policy comes into effect from September 4th 2023 and will be revised annually.



1.Introduction:

The purpose of a school homework policy is to establish whole school guidelines and expectations for teachers, pupils, and parents regarding homework. The ESV Secondary Cycle's homework policy will help to:

1. Promote learning by setting guidelines on homework assignments which must be purposeful, relevant, and aligned with the curriculum or subject syllabus.
2. Provide mandatory methods of communicating homework between teachers, pupils and parents.
3. Manage workload by setting limits on the amount of homework and the time required to complete it to reduce stress and promote a healthy balance between schoolwork and other activities.
4. Encourage responsibility by setting clear expectations for completing homework. The allocation of homework is the individual choice of each teacher.

2. Definition of Homework

Homework consists of activities ideally carried out after class hours and outside of the classroom environment. Homework is guided by the classroom teacher and is the responsibility of the pupil.

Homework can be considered as practice, preparation or extension assignments.

Homework may involve:

- Daily practice routines/repetitions/reinforcements such as reading, writing, calculations, summarising, etc.
- Long term projects, which may involve research and collection of information for an individual or group project.
- Pupil initiated inquiries, to include accessing information through different media to research further details on a class-based topic.
- Cross disciplinary investigations to help embed learning that took place in class.
- Presentations, essays, lab reports, extended reading, portfolio contributions, quizzes, etc.
- Revising for tests and exams.

3 The purpose of homework is:

- to practice and reinforce the competencies explored through the curriculum. Purposeful homework is designed by the teacher with the aim of deepening the pupil's knowledge and competencies.
- to support and enrich the learning process. It can involve repetition and practice, but also preparation.
- To help develop essential skills such as learning to learn, time management, organisation, and responsibility.

3.1. Differentiation of homework

Differentiation of homework is the setting of homework tasks which match the current stage of pupil development and ability. It is an extension of differentiated instruction, that happens outside the classroom, to anchor or deepen the pupil's learning effectively. The main elements of differentiated homework are:

- by content
- by process
- by product
- by ability
- by deadline

Additional homework is not the same as differentiated homework. Teachers may decide to differentiate homework and provide pupils with choice on what can be completed. By agreement, additional homework can be given to pupils if they need more practice to master certain skills, or if a pupil is not keeping up with the level they should be, to be able to follow lessons, e.g.: extra workbook, extra reading time, etc.

Ideally, written homework would include graded questions incorporating those which all pupils must do and more challenging questions which pupils could be encouraged to attempt. It should include challenges and aim to build confidence. As confidence grows, pupils should be able to cope with increased depth and challenge in a wider range of questions and assignments. If homework is set to target all abilities appropriately, pupils will experience success and challenge in relation to it.

3.2. Holidays

Holidays should remain a time of rest, and homework should be avoided, except for reading mandatory texts or books, especially in languages. This also means that no test should be organised directly after holidays. The test calendar will, where possible, take this point into account.

Of course, especially in S5, S6 and S7, preparing and revising for exams is part of a pupil's role, including during the holidays, to a reasonable extent this should also leave room for rest. This point can also be discussed in class with the respective subject teacher for extraordinary situations or for tests to comply with the school calendar.

Teachers should not schedule A mark homework or A-tests during the two days following a holiday period.

4. Guidelines for Homework duration

Pupils differ in terms of their ability and speed of completion of work, providing a specific amount of time is difficult. The following are only general **guidelines** and are recommended durations for homework and revision each school day.

Engaging in homework should be a structured time for the pupil, with focus and without distraction. If the time taken to complete homework for any pupil varies from the guidelines, then the pupils or parents should contact their subject teacher.

Year Group	Total time per day
Secondary 1-2	Approximately 60 minutes
Secondary 3	Approximately 60-70 minutes
Secondary 4	Approximately 60 - 90 minutes
Secondary 5	Approximately 90 - 120 minutes
Secondary 6-7	Depending on the pupils' individual programs.

5. Teachers' responsibility in regards to homework

- The teacher should outline routine expectations in relation to homework in their subject.
- Effective preparation by the teacher includes guidelines on why and how the homework should be completed and the provision of success criteria for the task set.
- Homework may and can be considered as part of the overall assessment of the pupil's work and contributes to their continuous assessment i.e. the A grade.



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- Teachers must be open to pupil feedback on the amount of homework allocated and the deadlines for submission.
- Teachers will review the homework regularly. However, grading of all assignments may be counterproductive as pupils may judge themselves on the grade only and may not focus on feedback given. Teachers may prefer 'Comment only' marking which can be used on selected assignments and feedback given. Feedback should inform the pupil of strengths and weaknesses in the assignment as well as ways in which the assignment could be improved. It will be particularly beneficial where the learning intention and the criteria for success are understood by the pupil.
- Clear feedback on graded homework must be provided to pupils. Teachers should return this type of homework to pupils within 14 calendar or 10 school days as per the General Rules of the European School.
- Teachers may use homework to develop the pupil's ability to self-assess their progress.
- If there is a pattern of difficulty with homework submission for a pupil, teachers must arrange the appropriate support to assist the pupil to address the challenge.
- In the age of artificial intelligence, it is important that teachers design assignments that require pupils to engage with the material in a way that cannot be done solely using artificial intelligence, for example, projects that require pupils to conduct independent research, analyse data, or engage in creative problem-solving.

6. Parental role in regards to homework

- Parents will provide a suitable environment for their child to do homework.
- Parental involvement in homework should be relevant to the age and needs of the child.
- Parents should keep up to date with the information regarding homework provided through the pupil's homework diary/agenda and/or SMS & Teams in case of necessity. Pupil autonomy should be prioritised.
- Parents could assist their child with their homework by offering parental support instead of doing the homework for their child.
- Fully support the school's homework policy.
- Ensure that pupils who are absent from school undertake their homework and plan for the work to be submitted to the individual subject teacher as soon as possible.
- Advise the subject teacher/Prof. Princp./Pedagogical advisor if a pupil is spending excessive time on homework.
- Check their child's homework diary (S1-S4) in case of necessity.
- Support the school with sanctions if employed to deal with incomplete homework, or failure to complete homework or failure to bring it to school.

7. Pupil's responsibility in regards to homework

- Each individual pupil must record all homework in their homework diary/agenda.
- In Secondary, pupils are responsible and independent for the management of their own homework.
- Ensure that he/she understands the homework before leaving the classroom.
- Pupils should correctly reference any material from external sources used in completing their homework. Pupils should complete their work in an academically honest way i.e., not copying from someone else or using someone's work pretending it is their own work. Remember that plagiarism is not tolerated.
- It is the pupil's responsibility to keep informed of any assigned homework missed during an absence, upon their return. This information may be gathered through SMS, Teams, fellow pupils or by contacting the teacher for guidance.
- Have the necessary resources, books and equipment to complete their homework.
- Pupils must adhere to deadlines by submitting their work upon request.

8. Whole School Approach to Homework and Study skills

The school expects that all homework will be completed on time and to the best of a pupil's ability. The school supports pupils in their endeavours in the following ways:

- School Journal. Each pupil is expected to have a homework diary/agenda which will be checked by the prof. Princp./class teacher and be monitored by them. S5-S7s can use their BYOD.
- Pupils are asked to record all aspects of homework for every subject. Time is given during class to record assigned work. Homework Journals are not considered private to pupils and can act as a link between parents / guardians and teachers if necessary.
- Homework is corrected regularly, and graded homework is returned to pupils in a timely fashion. Pupils should expect to have their work returned to them within 10 school days or 14 calendar days as per the General Rules of the European Schools.
- Pupils are encouraged to track their progress in subjects in their Homework Journal.
- Homework and Study Skills workshops are provided to all pupils.
- There will be a parents information evening held on supporting 'Homework and Study Skills'.

9. Pupils with Additional Educational Needs/Who have educational support lessons

- The Support Department assists pupils with additional educational needs.
- SMS and TEAMS IT systems in the school facilitate the completion and correction of homework online.
- The school offers a community mentoring programme where pupils support other pupils in terms of peer-to-peer subject work, help with homework or revision. This takes place during pupils' studio time.
- The school offers lunchtime Science and Math clinics with subject specialist teachers from the various language sections for pupils to drop in and seek some assistance on revision, clarification or homework.
- During tutor time in S1 the students will complete a learning to learn programme to support their study skills and transition to the Secondary Cycle.

10. Implementation of the homework policy

Each subject department will develop guidelines on the homework/study skills appropriate for that subject.

- Each subject department will develop guidelines on the amount of homework and the balance between written/practical work, oral/aural work and research assignments that are desirable for each course group.
- It is best practice for subject teachers to write the homework expected for S1-S3 pupils on SMS. This will provide an overview of homework for teachers to monitor the homework being assigned to the pupils they teach.
- Where applicable, Learning Support teachers will advise on designing homework for pupils with additional educational needs.

10.1 Sanctions:

- If homework is not presented the matter will be recorded by the teacher. Teachers may contact a Parent/Guardian to inform them that the homework was not completed. Parents can see in TEAMS/SMS which work has not been completed. Incomplete homework could affect the students grades.
- Sanctions for non-completion of homework as stipulated in Internal Secondary School Rules (Code of Behaviour) & Dealing with Inappropriate Behaviour Document:
 - includes a verbal warning by the teacher.
 - an email home to the parents.



-The Prof. Princip./relevant Pedagogical Advisor is informed if a pupil has not completed/submitted homework three times. If the issue persists, the Subject Teacher will inform the parents, and the pupil will receive detention or other further disciplinary actions may be taken.

10.2 Success Criteria:

- Good quality homework is being presented.
- There is a reduction in the pressure on pupils in relation to homework.
- Parents and pupils are satisfied with the effectiveness of the policy.
- The aims and objectives of the Homework Policy are achieved.

10.3. Monitoring Procedures:

- The Class tutor (Prof. Princip.) will conduct ongoing monitoring through informal discussion with pupils and subject teachers and through homework spot checks and will note feedback from pupils' teachers and parents. This feedback will be reported to the Assistant Deputy Director and Deputy Director of the Secondary Cycle when necessary.
- Subject Departments will review implementation.
- During the review, pupils will also be invited to submit an evaluation of the policy. As part of the School Self Evaluation process ESV's Secondary Cycle will monitor, review and evaluate this policy and all related work and procedures on an on-going basis, to maintain best practice.