

CLASSWORK/HOMEWORK POLICY – **Teachers are to kindly follow detailed guidelines as per Action** **Plan**

PURPOSE OF CLASSWORK/HOMEWORK:

- An **important part of a student’s learning experience**
- Promotes **academic growth and responsibility.**
- Fosters **creativity** through independent study.
- Aids in **developing good work and study habits.**
- Includes studying and follow-up work to be done at home.
- Will **strengthen skills** already taught.
- Is defined as **written or non-written tasks.**
- **Encourage students** to develop making studying more satisfying.

Each teacher determines the purpose of each classwork/homework, how much to give and what kind to give.

KINDS OF CLASSWORK/HOMEWORK

- **Preparation** – given to prepare a student for coming lessons
- **Practice** – given to reinforce lessons already taught in class
- **Creative** – given to provide challenging learning opportunities.

CLASSWORK/HOMEWORK GUIDELINES:

- Given with **sufficient explanation** so student will know what is expected.
- **Not given as a punishment.**
- **Carefully planned and evaluated** by the teacher.
- **Meaningful** and given in **EVERY** subject.
- **Expected back** by all teachers and should be given in on its due date.
- **TO BE CORRECTED** either as a **CLASS CORRECTION** or **BY THE TEACHER.**
- ALL class corrections/homework to be **collected regularly, signed and dated.**
- A **SHORT COMMENT** after every CW/HW is suggested.
- **ATTENDANCE** should be **TAKEN EVERY LESSON.**
- Classwork **ONLY** is **NOT** enough.
- **PERIODIC TESTS** are suggested. **Tests to be signed** by parents.

PARENT(S)' RESPONSIBILITIES

- Respond to school’s request for **support** for homework.
- Expect **daily Homework** and insist that their son/daughter completes it regularly.
- Provide a suitable **study atmosphere** that is quiet, well-lit and supervised.

- **Maintain the home / school connection** through calls, parents' days and contact with school teachers when necessary.
- **Show interest** in the homework being done.
- **DO NOT** work out the Homework for their son/daughter.
- **Take part in their son/daughter's learning.**
- **Encourage pleasure reading** and try to read with their son/daughter.
- Make a special time each day for homework supervision.
- Encourage their son/daughter to look at newspapers, magazines and books.
- **Check to see that the homework is done.**
- Check the school diary for any messages from the teachers.
- **Sign the school diary every week.**

Teachers ARE TO inform parents of missing homework through reporting on E1/ sms/phone call/blue sheet as they deem fit. The Form Assistant Head should be INFORMED at all times. Students who fail to do their homework must be assigned disciplinary points by the teacher and kept for detention to do the missing HW.