

# Homework Policy

## 1. Purpose

Avenor College considers homework as an extension of classroom teaching and part of a student's learning experience. It is a shared-responsibility to guide students' learning, investing their own effort in a sustained way, in order **to become independent learners**, according to the Common Ground Collaborative (CGC) learning principles.

## 2. Principles

The homework policy is based on the fundamental principles that **meaningful homework**:

- reinforces students' learning and enhances academic achievement;
- puts into practice the students' knowledge and understanding using their skills and abilities according to their learning needs;
- creates opportunities to develop students' sense of responsibility and accountability;
- fosters intellectual discipline, autonomy and life-long learning skills, whilst also developing a curious and inquisitive mindset for life.

This policy applies to students from grades 1 to 12. There is a no-graded homework policy in nursery and grade pregititoare.

## 3. Types of homework

Homework generally falls into one or more of the following categories:

- a. **Practice assignments** that reinforce newly acquired skills or knowledge;
- b. **Preparation assignments** that help students get ready for learning that will occur in the classroom;
- c. **Extension assignments** that require students to apply previous learnings in a new context and provide challenging opportunities for research and enrichment;
- d. **Creative assignments** that encourage students to develop their own ideas related to a given topic and emphasise creative learning and initiative.

## 4. Homework completed with AI tools recommendations

The use of artificial intelligence (AI) in completing homework assignments will be regulated by the [Assessment Recording and Reporting Policy](#), and [Academic Honesty Policy](#).

## 5. Integrated study skills approach to learning

Homework consists of purposeful learning activities assigned to students and completed inside and outside of class time. Study skills are integrated within the curriculum as follows:

### 1. Homework with the class:

- 1 to 3 **guided-study lessons** (grades 1 to 8) or **private independent study** (grades 9 to 12).
- A study-skills routine is put into place to practise peer-assessment/checking and self-reflection on the assignment completion and quality.

### 2. Weekly study at home:

- The weekly homework will consist mainly of: “silent”, out loud or buddy reading, extensive reading, checking information, research reading, re-doing tasks inadequately completed in the classroom; project-specific activities (information browsing, information selection, material gathering, etc.) as well as differentiated “training exercises”.
- Students can be challenged by receiving additional homework to do at home and during the week, especially before school contests or exams.

## 6. Recording and reporting homework guidelines

In Primary, form tutors and class teachers will make sure that all students use their planners and Google Classroom in order to write notes regarding weekly assignments and projects.

In Secondary school, teachers will insert the homework details on Google Classroom, giving constant feedback on the completion status and performance quality of the HW assignments.

Teachers will set students’ **homework at a level and amount appropriate to their age and understanding**. Homework will be related to school work. It will not be necessary for parents to teach their children in order for the homework to be achieved but we hope that parents will take an interest in the tasks. These tasks will also inform parents as to the nature of the work going on in class and the achievement levels of their children. Homework may, amongst other goals, be reinforcement of objectives learned in class, it may be gathering information for use in a lesson, it may be the redrafting or editing of the work done in class. There should always be a purpose to homework and it should never be given out as a “time-filler”. Homework tasks should not take an excessive amount of time. This varies in relation to the student’s year group.

Below are the suggested times we would expect students to spend on homework. Obviously, in the lead up to examinations, tests and project submissions time required could rise. We acknowledge that the same task might take longer or shorter for some students, depending on their fluency, level of focus on the task and quality that they produce. The times below are orientative.

Grades 1 & 2	30 to 60 minutes per week
Grades 3 & 4	60 to 120 minutes per week
Grades 5 & 6	30 minutes per day

Grades 7 & 8	30 to 60 minutes per day
Grades 9 - 10	60 to 90 minutes per day
Grades 11 - 12	90 to 120 minutes per day

## 7. Not submitting homework

Our school firmly believes in equal opportunities and in educating students while focusing on responsibility for their own life and their own progress, as well as on responsibility towards the community and society of which we are all part of.

As a result, not submitting homework will lead to the following **consequences**:

### At Primary School

- For a no-homework habit, the re-registration in the next school year can be conditional.

Avenor College teachers will record the homework status in Google Classroom always taking into account the reasons why the homework was not submitted.

Homework can be postponed if the reasons are medical or family-related, as long as there is a written justification. The student will record in the student planner the reasons for the unsubmitted homework, and their parents will have to sign it, as acknowledged.

### At Secondary (Grades 5 to 12)

Teachers need to keep abreast of family circumstances and other factors that might result in a student not completing homework before moving through this sequence of consequential steps.

The student needs to do the missing homework in the catch-up session.

- If they do the homework before the session they will still need to be in the catch-up session and will work on other homework after they show the supervisor the completed homework
- If they do not attend a session they were assigned to, the Subject teacher and Form tutor will receive an email from the supervisor.
- If they do not attend for a second time, the Subject teacher, the Form tutor, Student Monitoring Lead and the Head of the School will receive an email from the supervisor.
- If they do not attend for a third time, then Form tutor, Student Monitoring Lead, the Head of the School and the Director of Learning will receive an email recommending a Written Warning.
- If a student is sent to catch-up session 4 days in an term, the Form tutor, Student Monitoring Lead, the Head of the School and the Director of Learning will receive an email recommending a Written Warning.

For a no-homework habit, the re-registration in the next school year can be conditional.

If there are justifiable reasons why homework could not be submitted, then the student needs to contact the class teacher. Avenor College teachers will record the homework status in Google Classroom, always taking into account the reasons why the homework was not submitted.

At the end of a reporting period (when interim reports are submitted), the missed homework cycle will be reset to zero. It is felt that past mistakes over both the organisation and completion of homework should not be held against a student for a whole year and there must be an opportunity for a student to learn from their mistakes and be given fresh starts to demonstrate their adaptability positively.

## **8. Holiday Homework Recommendations**

Holidays are also an opportunity for the students to keep being stimulated, to stay informed, to do research or to apply the knowledge acquired during the school year in new contexts. For example, visiting new places, going to a museum, watching a good movie, and especially supplementary reading based on the knowledge acquired during the school year will be an argument for our common desire, to connect the knowledge within the education curriculum to practical reality. Therefore, we recommend parents to offer their children a stimulating environment during the holidays in which learning happens in a relaxed way, in their own private space, and also during trips and getaways.

We don't recommend homework during holidays, with the exception of students who are preparing for an external examination after the break. Also, starting from Grade 2, we will recommend our students supplementary reading in Romanian and English.

## **9. School leaders' Roles and Responsibilities**

- The learning leader's team, after consultation with the teachers, will be responsible for the establishment of a homework policy in the school. The key-stage coordinators will take the steps necessary to ensure that teachers, students and parents are informed of the school's homework policy at the beginning of each school year. They also monitor how the homework program is implemented and evaluate the homework relevance in terms of the transfer of learning in real-life contexts.
- The SLT is responsible for approving the homework policy proposed by the learning leaders' team.

## **10. Teachers' Roles and Responsibilities**

- To inform the parents at the beginning of the school year about the homework policy;
- To plan the homework thoroughly, taking into consideration the individual learning needs of the students and in consultation with the other teachers, in order to avoid an overload of tasks (e.g. Class Assignments Calendar);

- To set the homework in due time, giving clear instructions, explaining the success criteria;
- To check the homework on a regular basis;
- Homework is checked as soon as possible, followed by verbal/written feedback;
- Avoid using homework as a method to sanction undesirable behaviour or to increase the overall achievement grade;

## 11. Students' Roles and Responsibilities

- To understand that learning is personal and entails a lot of effort, active and voluntary engagement;
- To write down the homework very carefully/ to regularly check their Google Classroom to check not only the homework but also submission dates ; to use diacritic signs in computer writing;
- To complete the homework fully and to submit/ hand it in on time;
- Copy-pasting messages/paragraphs from the Internet is prohibited (see the [Academy Honesty Policy](#))
- To redo repeatedly inadequately solved tasks or those that need consistent practice in order to eliminate any potential learning difficulties that have been highlighted by the teacher;
- Nursery and preparatory grade students don't have homework;
- Grade 1 students are given guidance in the accurate writing down of the details concerning the homework in the student planner;
- Grades 2 to 12 students are responsible for keeping a complete and accurate record of homework in their notebooks/iPads or student planner (for primary students).

## 12. Parents' Roles and Responsibilities

- To assure the optimal conditions for doing the homework at home (away from digital devices, in a noise-free atmosphere, with proper lighting, etc.);
- To announce the reason for which, in exceptional situations, the homework has not been completed on time / at all and to suggest a measure to repair the situation;
- To notify, in writing, the learning difficulties faced by the child in solving the homework that had to be done at home, supporting thus the teacher in improving the situation;
- To avoid completing/doing assignments for the child.

## 13. Related Policies

[Curriculum policy](#)

[Teaching and Learning Policy](#)

[Behaviour for Learning Policy](#)

[Academic Honesty Policy](#)

[Marking and Feedback Policy](#)

[Assessment Recording and Reporting Policy](#)

## 14. Review and improvement

This policy has a two-year review. This policy has been developed following [Romanian legislation](#) and BSO standards. If the case, any updates to the legislation/standard will be sought and incorporated into the policy immediately after emergence.

**15. Key stakeholders and dissemination:** whole staff, students and parents

Forms of communication - inclusion in Employee Handbook, Parent Handbook, posting on School website.

**Appendix:**

**Email template**

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