



# Homework Policy

**Latest Review:** October 2022

**Review cycle:** 3 years

**Next Review:** October 2025



## Wellspring Learning Community Homework Policy

### Contributors to the most recent review:

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### Related Policies:

Assessment Policy

Promotion Policy

Academic Integrity Policy

### Approvals - names and signatures:

#### Governing Board



On behalf of  
the governing board

Najwa Shammis

Oct. 17, 2022

#### Head of School



Oct 17, 2022

# Wellspring Learning Community

## Homework Policy

### Wellspring Learning Community's Mission Statement

Wellspring Learning Community aims to establish an inquiry-based learning environment in which students from diverse backgrounds are given every opportunity to optimize their social, emotional and academic capacities and talents. Our students will become confident, resourceful, creative, caring, responsible global and local citizens prepared to use their education to contribute in meaningful ways towards improving society, both locally and internationally.

### Rationale

Homework is any work or activity students are asked to do on their own after school hours, with minimal parent intervention.

Homework is a valuable part of learning. The primary purpose of homework is to:

- complete a task started in class,
- review and reinforce learned concepts,
- extend students' learning beyond what is taught,
- prepare the student for the next lesson, and,
- Help teachers monitor student understanding.

Homework helps students work in an increasingly self-directed manner, learn self-management, and grow in responsibility. It allows the student to develop the attitude, skills, and habits needed to become lifelong learners – such as perseverance, independence, integrity, reflection, aspiration for quality, thoroughness, and effective communication. Homework is not given for behavior modification.

### General Guidelines:

- Homework is set on a weekly basis depending on the type of inquiry, the purpose of the subject, and the grade level.
- Homework is grade appropriate, meaningful and relevant, and addresses specific learning outcomes that were covered during class time.
- Teachers set homework within the prescribed timelines. Homework assignment instructions are clear and complete: clearly identified given dates, due dates, and estimated time needed for completion of tasks. Students go home with a clear understanding of what is expected to complete the homework.
- Parents are informed through homework folders and the school's official platform(s).
- All homework is reviewed and reflected on in class and/or teacher feedback is given to individual students.
- Teachers ensure that time is taken during the day to discuss homework expectations.

- Teachers of each grade plan and coordinate the homework expected, paying attention to time allotment per grade level through the homework timetable
- Teachers of the same subject grade level plan homework collaboratively and assign the same homework.
- If a student is absent when homework is explained or assigned, teachers will provide assistance later on or work with parents to come to a flexible arrangement concerning the completion of the required assignments.

### **Differentiation:**

- Teachers use their professional judgment and recent classroom assessments to differentiate the level of challenge and type of task to match different learning abilities and styles.
- Learning support and English as a Second Language (ESL) staff work with teachers to ensure homework is appropriately diverse for all learning styles.

### **School Home Partnership:**

Teachers and parents work in partnership to enable students to do homework effectively.

#### **1. Teachers will:**

- Discuss and show their homework procedures and assignment sheets to their subject leaders before homework is given to students.
- Prepare students for homework through practice during class time.
- Upload homework weekly onto the school's official platform(s) with a suggested time management chart.
- Check work emails daily for notes from parents.
- Correct homework within 2--3 days.
- Provide specific constructive feedback.
- Have a set homework structure. Homework changes will be posted on the school's official school platform(s).
- Encourage regular feedback from students and parents concerning homework. Keep communication lines open with parents only through school emails.
- Respond to concerns in a timely manner
- Resolve concerns at class level and refer to subject leaders, PYP coordinator and/or PYP principal if needed.
- Follow up on missed homework on a weekly basis and report repeated infractions according to the set procedures.

#### **2. Parents will:**

- Support the school homework policy and class routine.
- Organize a regular and appropriate study space, resources and quiet time for their children to do their homework.
- Show interest in their child's learning and encourage them to become self-

directed and independent, as they grow older.

- Refrain from comparing their child’s performance to that of other children.
- Notify the teacher through email when their child does not understand or was unable to complete the homework assignment.

## Primary School Homework Guidelines / KG2-Grade 5

### Types of homework:

- Reading – set leveled home reading, set research, pre-reading
- Writing – literary or factual texts, book responses, review of language skills
- Project – work over an extended timescale towards a presentation or report
- Research – includes the collection of quantitative and qualitative data and evidence
- Revision – for a quiz or assessment
- Practice – a skill, a performance task
- Self-reflection – on what has been learned
- Enrichment/extension activities

### Homework time allocation:

Taking into account the age of students, between 10-90 minutes of homework per day, on average, will be allocated for PYP students in different grade levels. The timeframe will ensure that students have enough time to complete homework, meet their family commitments, and participate in co-curricular activities and other interests outside of school. PYP students will be given reading assignments and short Math exercises on a regular basis.

KG2	Grade 1	Grades 2 & 3	Grades 4 & 5
10-20 minutes	20-45 minutes	30-60 minutes	45-90 minutes

The chart includes set level reading. Reading for personal enjoyment does not count as homework.

### Sanctions:

When a student does not complete homework, the school procedure is as follows:

- The parents of a student who fails to complete a homework assignment in any given subject will receive a follow-up email from the teacher. If the problem persists after 2 follow-up emails, the teacher will report the student to the principal’s office. The principal will then arrange for a meeting with parents and the student to discuss the matter.
- A student is expected to complete all missing and/or late assignments and projects.
- A student may be required by the teacher to complete assignments during school time.

## Middle School Homework Guidelines / Grade 6-Grade 10

Homework in Middle School is assigned according to a set homework timetable, except for Grade 10 students who are not required to follow a set schedule. Even if no specific work has been assigned, students are expected to read, review, use their different resources to deepen their understanding of the subjects, and prepare for assessment tasks. Homework is not graded except for specific subjects such as Arts.

- Teachers will assign homework through the school's official platform(s). Students will be held responsible for such work and teachers will keep a record of homework submission on the platform.
- The subject teacher will inform the MYP coordinator about a student who has failed to submit homework 3 times.
- The CCC executive assistant will inform the parents after the third offense and upon any offense following that.
- The student will complete all missed/incomplete assignments during school time.
- Upon the 4<sup>th</sup> offense the parents will be called in for a **meeting** with the principal and/or MYP coordinator and the student will receive an **academic warning**.

### Homework time allocation:

Description	Grade 6	Grades 7 & 8	Grade 9
Minutes per day	80 minutes	120 minutes	160 minutes
Time per subject	20 min each	30 min each	40 min each

*Note 1: Total number of tasks assigned per day is 4.*

*Note 2: Students are encouraged to make use of the weekends to prepare for assessments.*

*Note 3: Expectations for Personal Project (Grade 10) is 2 hours reserved every weekend with small tasks (5-10 min) during the week.*

### Homework subject frequency (assignments per week):

Subjects	Grade 6	Grades 7 & 8	Grade 9
Mathematics	Up to 5	Up to 5	Up to 5
English and Arabic L&L (each)	Up to 5	Up to 5	Up to 5
Language Acquisition	Up to 2	Up to 2	Up to 2
Sciences	Up to 2	1 per each	2 per each
I&S	1	1	2
One of the following: Performing/Visual Arts, DD, PHE	1	1	2

*Note 1: All assigned homework should go on the school's official platform(s) before 3:00 pm.*

*Note 2: Teachers should also inform students verbally during class about the expected /set homework.*

*Note 3: If a subject is being summatively assessed, no homework in that subject will be assigned during that week.*

*Note 4: The Visual Arts Process Journal is the only graded homework. Thus, students are to sign an Arts specific academic honesty note.*

### Sanctions:

Failing to complete homework assignments will be dealt with according to the list of

consequences mentioned below. Failing to complete four homework assignments **across subjects** is considered a major academic offense and will warrant an academic warning.

A student is expected to complete all missed/incomplete assignments and projects during school time. Incomplete HW includes missed submission, homework of poor quality or in the wrong format.

Teacher consistency and follow-up on the below is essential. Any allowances made must be approved by the MYP coordinator.

<b>Consequence</b>	<b>Person in charge</b>	<b>Follow-up</b>
<b>First time:</b> Teacher reports offense on the school's official platform(s)	Subject teacher supervisor	Supervisor flags missing homework based on the daily behavior report, and emails the executive assistant and the front office administrator. Supervisor asks the student to do the homework during school time of the following day. Front office administrator follows up on this and reports absent students to the supervisor and middle school principal.
<b>Second time:</b> Teacher reports offense on the school's official platform(s)	Subject teacher supervisor	Supervisor flags missing homework based on the daily behavior report, and emails the executive assistant and the front office administrator. Supervisor asks the student to do the homework during school time of the following day. Front office administrator follows up on this and reports absent students to the supervisor and middle school principal.
<b>Third time:</b> Teacher reports offense on the school's official platform(s) and <b>informs the MYP coordinator and principal</b>	Subject teacher supervisor Executive assistant	Supervisor flags missing homework based on the daily behavior report, and emails the executive assistant and the front office administrator. Supervisor asks the student to do the homework during school time of the following day. Front office administrator follows up on this and reports absent students to the supervisor and middle school principal. <b>Executive assistant emails/calls the parents detailing all past offenses.</b>
<b>Fourth time:</b> Teacher reports offense on the school's official platform(s) and <b>informs the MYP coordinator and principal</b>	Subject teacher Supervisor Executive assistant MYP coordinator MS principal	Supervisor flags missing homework based on the daily behavior report, and emails the executive assistant and the front office administrator. Supervisor asks the student to do the homework during school time of the following day. Front office administrator follows up on this and reports absent students to the supervisor and middle school principal. <b>Executive assistant calls the parents for an academic warning meeting with the parents, student, principal and coordinator.</b>

## Secondary School Homework Guidelines / Grade 11-Grade 12

Homework in Grades 11 and 12 will be assigned as necessary. Even if no specific work has been assigned, students are expected to review, use their different resources to deepen their understanding of the subjects and to prepare for assessment tasks. Generally, homework is not graded except when it involves work on the Extended Essay (EE), Theory of Knowledge (TOK) official assignments and the Internal Assessment (IA) components of the different subjects.

Teachers will assign homework through the school's official platform(s); students will be held responsible for such work and teachers will keep a record in the school's official platform(s) grade book. Teachers will note if the work has been done and also if it has been done to a satisfactory standard.

- The subject teacher will inform the DP coordinator about a student who has failed to submit homework 3 times.
- The DP coordinator will inform the academic advisor and conference with the student to give warning that any future failure to submit work will result in a call to parents.
- Any subsequent lapse in homework may result in a parent conference with the DP coordinator and the academic advisor. The parents and the student will be asked to sign a letter of academic warning. In addition, this may be included in any letter of recommendation requested by the student.
- Repeated failure to submit homework after this may be reported to the secondary school principal and a parent conference required. The student may be dropped from the full diploma programme. In addition, this may be included in any letter of recommendation requested by the student.
- If the homework involves the EE, TOK or IA, and the student fails to meet a set deadline the teacher will immediately inform the DP coordinator. The student will be given 24 hours to submit the work and parents will be notified. Following DP policy, failure to submit the work after the 24-hour period could result in the student being dropped from the full diploma programme. The DP coordinator will inform the academic advisor, secondary school principal, and the Head of School. In addition, this may be included in any letter of recommendation requested by the student.

Any allowances made must be approved by the DP coordinator and the secondary school principal.