

## **Dazhong Primary School**

### **Building a Community of Learners with Positive Academic Behaviour**

#### **Overview**

At Dazhong Primary School, we strive to develop our students to be self-directed learners, gracious, resilient and serving beyond self.

Homework is an important part of a child's education. Students benefit from the support of parents and teachers in encouraging them to learn both at home and at school.

Homework enables students to practise the skills taught and process the information learnt, resulting in better understanding and retention of learning. Through homework, students have the opportunity to reinforce and extend learning and develop skills such as time management and good study habits. In the process, students grow as **self-directed** and **resilient** learners. While homework is important, it should not prevent students from taking part in a wide range of co-curricular activities and pursuing their talents and interests.

The school takes a tiered approach towards instill good learning habits in our students:

- P1-2: Being prepared for class, following instructions and ignoring distractions
- P3-4: Completing classwork and homework well
- P5-6: Organising tasks and time

#### **Communication with Stakeholders**

##### **A. Role of Students**

Students should understand that homework helps them to progress well through their learning. In order to benefit optimally from homework, students should:

1. Refer to the Homework Column on the classroom whiteboard for the assigned homework for the day.
2. Record the homework in your Students' Handbook.
3. Clarify all doubts regarding your homework with your teachers and make sure that you understand what needs to be done for all the given homework.
4. Seek help from classmates, friends or teachers if you face any difficulty.
5. Organize your textbooks, workbooks and worksheets in your Homework Folder systematically so that you can locate and remember your homework easily.
6. Prioritise the completion of school homework above other external assignments (e.g tuition work, assessment books).
7. Have a home study timetable.
8. Have a neat study area at home, which is away from distractions such as the television set, computer and other electronic devices.
9. Submit completed homework punctually to your teachers.
10. Approach the teachers should you require more time to complete your work. A valid reason must be stated (e.g. unwell, unexpected family matters etc.)

## B. Role of Teachers

When setting homework, teachers should be mindful of the 5 hallmarks of a good homework (Purpose, Efficiency, Ownership, Competence, Aesthetic) (Refer to [Annex A.](#))

Homework should be engaging and support self-directed learning in students. The objective of a homework assignment can be one of the following:

| No. | Type     | Purpose   | Examples   |
|-----|----------|---|--|
| 1   | Practice | To reinforce learning                                   | Worksheets/Activity Books/Spelling                                     |
| 2   | Preview  | To prepare oneself for learning                         | Background reading/online assignments                                  |
| 3   | Review   | To recall/reconstruct concepts learnt                   | Corrections/Revision on previous topics learnt                         |
| 4   | Apply    | To apply concepts learnt and to create/extend knowledge | Project work/ Research assignments/ Non-routine tasks/Creative writing |

Differentiation (of content, process and product) is important to ensure that homework caters to the learning of students from all ability groups. Teachers should also vary the modes of homework to cater to the interests of pupils and enhance creativity. Tap on technology to instill self-directedness.

To support students in the completion of homework, teachers will:

1. Communicate expectations on the completion and submission of homework (e.g. assignment requirements, annotation/equation, neatness, deadlines).
2. Explain the objective of homework given.
3. Provide timely feedback and address concerns (e.g. corrections, misconceptions) immediately. The feedback must feed the learning forward (i.e. data gathered about students' learning should be used to inform you about lesson-planning).
4. Diligently record daily assigned homework under the correct subject in the Homework Column on the classroom whiteboard.
5. Students should organise their books and worksheets in the Dazhong Homework Folder so that they can locate their work easily.
6. Identify suitable peer support (e.g. peer helpers) for students who need help in the completion of homework.
7. Ensure that sufficient time is given for the completion/submission of homework. (Refer to general guidelines on homework). Be mindful of students' activities/load when giving homework. If the child is medically excused from school for an extended length of time, arrangements can be made on how the child can be supported with homework and other areas of academic needs.

8. Ensure timely collection of homework.
9. Develop a reward system to motivate students to complete homework.
10. Teachers should work with students to find out the reasons for any non-submission of homework. If need be, a parent-teacher conference should be arranged.
11. To encourage students as self-directed learners, we will adopt the following school-wide disciplinary consequences for students who persistently do not submit their work:

| <b>Actions to be taken</b>  |  |
|---|--|
| Level 1   | <ul style="list-style-type: none"> <li>• Subject teacher to give reminders to students</li> <li>• Engage parents' support</li> </ul>   |
| Level 2   | <ul style="list-style-type: none"> <li>• Engage parents' support</li> <li>• Student reflection to be completed</li> <li>• Subject teacher to support student in completion of homework during unstructured time (e.g. recess/ lunch time/ after school), taking into student wellbeing in consideration (e.g. students should still have sufficient time for meals; parental consent must be obtained if students need to stay back).</li> </ul> |
| Level 3 (if non-submission of homework persists for more than a month after the above intervention) | <ul style="list-style-type: none"> <li>• To be referred to the Discipline Team for appropriate further disciplinary case referral processes.</li> </ul>  |

### **C. Partnership with Parents:**

Parents play an important part in their child's education. Parents can support their child's learning by doing the following:

1. Create a home environment conducive for studying and homework completion (i.e. good light and space for studying, free from distractions);
2. Set a regular study timetable each day that is not to be interrupted by family plans, school activities or television and with a definite beginning and ending time;
3. Supervise and provide on-going support for students' learning;
4. Ensure that your child has the materials they need to complete their homework (paper, coloured pencils, etc.) and an appropriate place to store them;
5. Be mindful not to overload your child with too many out-of-school activities;
6. Check your child's student handbook daily to review daily homework assignments;
7. Be encouraging and supportive, praising your children for their effort in completing

- their homework;
8. Work in partnership with teachers to support your child's learning and development. Parents/guardians who have queries about homework can contact their child's Form/Subject teacher(s).

### General Guidelines on Homework

The school seeks to ensure student wellbeing by not overloading students with homework. It adopts the following guidelines to manage the workload of students and to give students enough rest.

1. The school has worked out an estimated amount of time that students would spend to complete their homework daily.

|      | <b>Estimated time spent on homework per day (Monday to Friday)</b> | <b>Estimated time spent on homework in total (Saturday &amp; Sunday)</b> |
|------|--|--|
| P1-2 | 30 min to 1h   | 30 min to 1h   |
| P3-4 | 1h to 1h 30 min  | 1h to 1h 30 min  |
| P5-6 | 1h 30 min to 2h  | 1h 30 min to 2h  |

<Internal: Tuesday will be a light day for homework due to the longer schooling hours.>

2. In addition, students who are not able to finish the work set in class will also need to complete it at home.
3. Spelling for English Language and Mother Tongue Languages will not be conducted on the same day.
4. During the school holidays and the PSLE Marking Exercise, homework will be issued. The estimated amount of time that students would spend on each subject during these periods is as follows:

| <b>Period</b>      | <b>Estimated time spent on assigned work during holidays/PSLE Marking Days</b> |
|--------------------|--|
| March Holidays     | 30 minutes per subject   |
| June Holidays      | 2 hours per subject  |
| September Holidays | 30 minutes per subject   |

|                   |                           |
|-------------------|---------------------------|
| December Holidays | 2 hours per subject       |
| PSLE Marking Days | 1h 30 minutes per subject |

5. Homework will not be given over festive periods during term time, e.g. Chinese New Year, Deepavali and Hari Raya Puasa. A spelling activity or a test will also not be conducted on the school day after the observed public holiday.
6. Home-based learning will be conducted on designated school closure days (e.g. Parent-Teacher Dialogue Session, PSLE Oral, PSLE Listening Comprehension, Administration Day etc).