



**PO LEUNG KUK CHOI KAI YAU SCHOOL
HOMEWORK POLICY**

SEPTEMBER 2024

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Introduction

Homework assignments are intended to reinforce and extend learning initiated in the classroom, and serve as a tool for teachers to assess students' understanding of subject knowledge and instruction. Completion of routine homework can motivate students to develop good work habits, while increasing the opportunity for individual initiative and responsibility. Homework can also stimulate creativity, critical thinking, independent learning, and awareness that learning can take place outside of the classroom.

Homework is considered an integral part of formative **and summative** assessment at CKY. Students should be given a wide range of homework tasks to allow them varied ways to demonstrate their knowledge and skills. Teachers are expected to mark homework in a timely manner and provide constructive feedback on students' strengths and areas of improvement.

1. Purpose of Homework

- To review, consolidate and extend content knowledge and conceptual understanding.
- To provide opportunities for students to become independent learners.
- To help students develop research and learning skills.
- To nurture students' love of knowledge and to stimulate critical thinking.
- To inform teaching and learning.

2. Role of Teachers

- To explain the requirements of each homework task and set aside some lesson time to ensure students understand the instructions for completing their homework
- To ensure students accurately record homework in their **student diary**.
- To ensure students understand the purpose and success criteria of the homework set.
- To ensure students understand how to complete their homework independently.
- To motivate and encourage students to submit homework of a satisfactory standard.
- To follow up to ensure homework is submitted by the deadline.
- To mark students' work consistently according to departmental guidelines.
- To give timely and constructive feedback to students.
- Class teachers/Form tutors should monitor students' workload and adjust, if necessary, the dates that students' work is to be collected.

3. Role of Students

- To accurately record homework in their **student diary**.
- To ensure they understand the homework set before leaving school.
- To ensure they have everything they need to complete each piece of homework.
- To complete each piece of work to the best of their ability.
- To consistently hand in homework on time.

4. Homework Policy for Students who do not submit homework on time

To nurture good learning habits and encourage students to take responsibility for their learning, a number of measures are in place to guide learning and to keep parents informed of their child's learning:

- Subject teachers should proactively identify the cause and provide individual support to students in the form of a homework buddy, progress/reward charts, one-on-one time, reminders, checking the **student diary** has been completed etc.

- Reminders can be given using the Student Diary/Behaviour Records, ensuring open communication with the parents.
- While homework is important, a subject teacher should never withdraw a child from any timetabled lesson to complete their homework.
- To ensure students have adequate rest breaks, minimal time will be taken from any given recess/lunch hour for homework purposes.
- Parent-teacher-student conferences/Homework Club may be arranged if necessary.

Teachers will endeavour to understand any reasons why students have not submitted homework on time. Should students lack the confidence or ability to complete the homework task, teachers will provide differentiated individual support and additional guidance both in and out of lessons, such as during after-school hours, to ensure students can adequately complete each homework task.

Parents and Teachers at PLK CKY School view the Homework Policy as an important aspect of teaching and learning and recognize the importance of regular evaluation and review of the Policy. This policy is subject to annual reviews. The Homework policy was last reviewed in September 2024.

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