



Effingham Secondary School

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SCHOOL POLICY

HOMEWORK POLICY

1 What is homework?

It is definitely work that should be done at home. It should be encouraged to be done at home – then it becomes more meaningful. At home pupils have time to reflect on the day's work, they have time to test their recollection of what was done in the class. They have time to consolidate.

2 The salient points about homework

- It should be relevant and meaningful.
- It should test pupils' understanding of the work done in school.
- It should not involve too much research, but it should be thought provoking.
- It must be application work – typical test and exam type questions.
- It must not be laborious and boring.
- Do not overburden pupils with too much homework.
- It should be CONSISTENT and continuous. Try to avoid long lapses of not giving homework.
- Homework should be done entirely by the pupil. It must include **their** thoughts and thinking processes – not their father's, brother's or sister's or friend's.

3 Checking of homework

- Teacher should spend about 5 minutes to check if every pupil ATTEMPTED homework.
There should be WRITTEN PROOF that homework was attempted.
- Reprimand or punish children who have made no attempts at doing the homework.
- Reward -- praise the children who have done the homework.
- Encourage pupils to make an attempt (written) even if homework is difficult.
- EMPHASIZE it is not important to get every question correct but it is important to attempt every question. Their minds are working, thinking as they make the attempt and that is the idea behind giving homework.

4 Why is homework necessary?

Encourage, motivate pupils to do homework. Emphasize that when they do homework they are actually studying the relevant work. They must not do it for the sake of showing the teacher they have made an attempt. When they do begin studying for a test – all the homework they have done will make their studying easier.

5 The homework timetable

Encourage pupils to draw up a homework timetable. The teacher should also have a homework timetable for the different grades he/she is teaching

GRADE	DURATION OF HOMEWORK	DAYS OF THE WEEK
8 & 9	2 hour per week per subject 20 minutes per day. [6 x 20 min per week per subject].	Five [5] days of the week
10 & 11	3 hours per week per subject 30 minutes per day. [6 x 30 minutes per week per subject].	Five [5] days of the week
12	3 hours per week per subject 30 minutes per day. [6 x 30 minutes per week per subject]. Plus 10 minutes per subject preparation for the next day.	Five [5] days of the week

ALLOCATE TWENTY (20) MINUTES EVERY DAY FOR READING.... *Reading story books, Magazines (educational), newspapers, textbooks, notes etc.*

NB: *Homework should include all studying time for test, exams etc. it should include reading time, doing assignment etc. Subject teachers should decide days to choose for their subjects so that there is no clash and pupils are not overburdened.*

6 The parent's role

- Every parent must have :
 - i) A copy of the learner's class time table.
 - ii) A copy of the term programme kept at place at home that make it easily visible. (e.g. the fridge at home) so that the parent can remind the child of their daily responsibilities. This must also serve as a reminder for the parent's role in monitoring their child.
- The parent must also physically check every day that the relevant schoolwork for that day is done before the child goes to bed.
- The parent must SIGN the child's diary acknowledging that the relevant days homework has been done.
- By checking the term program the parent must also remind the child to study well in advance for an exam or test, not just speak to them about this, but must sit down with them and see that they are studying schoolwork and not some kind of magazine etc.
- Educators will be checking homework on a regular basis by putting a stamp in the learner's book. Parents will also have a space to sign. It is expected of parents to check the homework at regular intervals.

7 The learner's role

- The learner MUST have a homework diary that has enough space to enter relevant information about daily school activities that overlap with working at home.
- The diary must be in the learner's bag everyday...parents to check this.
- The diary must be DATED... Learner and parent have to check the diary every day before the learner goes to bed to make certain that all schoolwork for that day has been done/attempted and also to pack the relevant books for the following school day.

Ratified by The SGB & Staff On : _____ / _____ / 2018.

SGB Chair Signature : _____ Principal's Signature : _____

ADDENDUM

SUCCESSFUL STUDY

AN APPROACH TO SUCCESSFUL STUDY

1. Preparation for the final examination starts on the very first school day of the year.
2. Cultivate an attitude that work is pleasant.
3. Create the right atmosphere for studying at home: no visiting during the week, silence and dedication for the set periods of time during the day.
4. Be motivated and work towards a goal.
5. Real concentration requires harmony and peace of mind. Organise your life in such a way that it is free from conflict.
6. Perseverance, self discipline, conscientiousness and motivation are all essential elements of success.
7. Work and study on a daily basis.

HINTS ON SUCCESSFUL STUDY

1. Develop real interest in your work.
2. Ensure that you achieve success. Success breeds success.
3. Concentrate each moment in the classroom and when working at home.
4. Constantly ask yourself questions about the work.
5. Pay attention in the classroom and immediately questions that which you do not understand.
Never just listen.
6. Utilise your memory. To recall facts, they need to be imprinted upon your mind. Revise and repeat regularly and your mind will absorb the material.
7. Work regularly as well as effectively. Organize your time to accommodate both work and recreation.
8. Always do homework yourself.

A PROVEN METHOD OF STUDY

1. Get a general idea by quickly reading through the material.
2. Put questions to yourself about the material and write down main points.
3. Now read through the work with concentration, taking in detail. Find answers to your questions and write them down. Write down the most important facts under the main points.
4. First memorise the main points and repeat them out loud to yourself.
5. Now learn each main point with its most important facts.
6. As soon as you are able to repeat the facts to yourself, write them down and check for correctness.
7. Check whether you know the answers to your questions.
8. Revise all materials again to get an overall picture.
9. If you find that still do not know the work, repeat steps 1-8.