

HOMEWORK GUIDELINES

Guidelines for the Secondary Cycle of the European School Munich

UPDATED VERSION MAY 2023

TABLE OF CONTENT

1. PREAMBLE	3
2. THE IMPORTANCE OF HOMEWORK.....	3
3. DEFINITION OF HOMEWORK	3
4. GERNERAL CHARACTERISTICS OF HOMEWORK.....	3
5. THE AMOUNT AND FREQUENCY OF HOMEWORK.....	4
6. THE PUPIL´S ROLE	4
7. THE TEACHER´S ROLE	5
8. THE ROLE OF THE PARENTS / CARERS.....	6
8. SUPPORT	6

1. PREAMBLE

This document outlines the importance of homework and establishes an agreed framework to which teachers, parents and pupils of the Secondary Cycle have contributed. It establishes clear guidelines for teachers and provides information and advice for parents and pupils on how to approach homework successfully.

2. THE IMPORTANCE OF HOMEWORK

Although it is not obligatory to set homework every lesson, homework is a valuable part of schooling. Regular homework gives the pupils the opportunity to supplement and reinforce the work done in school at home. Pupils should revise the contents and practice the skills covered in class in order to progress steadily.

Homework also supports the development of independent learning skills and helps pupils to become more autonomous and also more responsible for their own learning. Homework also provides parents with an opportunity to engage more deeply with the education of their child, especially by encouraging and helping them at home to develop concentration, self-discipline and good study habits.

It is to be noted that homework will be taken into account when giving the pupil an 'A'-mark.

3. DEFINITION OF HOMEWORK

Homework is defined as out-of-class tasks assigned to pupils, either as a group or individually, connected to class work.

Homework can involve practice, preparation, and/or extension assignments. Practice reinforces newly acquired skills. Preparation helps with activities undertaken or about to be undertaken in the classroom. Extension assignments are frequently open-ended tasks that allow pupils to discover on their own and to go deeper into certain areas in which they have a particular interest. Homework may also be an opportunity for differentiation.

4. GENERAL CHARACTERISTICS OF HOMEWORK

Homework should be organised so as to develop and foster knowledge, skills and competences in a balanced way. It should be reasonable in terms of effort and time required. It should be appropriate to the individual pupil's skill, knowledge level and age. It should make clear the rubrics and materials on which the homework is based. Deadlines have to be given clearly.

5. THE AMOUNT AND FREQUENCY OF HOMEWORK

General Outline: The working pace of pupils may vary according to a variety of factors.

The following points relating to homework are intended to give a rough indication of the framework within which an average pupil should organise his work outside the classroom. This assumes an efficient use of time where there are no distractions. If the time required increases significantly, the pupil should contact the respective subject teacher in order to seek advice.

The teacher should indicate a maximum time to spend on exercise(s), and/or indicate a time range (e.g. between x and y minutes). Of course, a pupil can work for longer if desired.

To limit the workload for the pupils, homework per subject from one day to the next is not recommended at all: preference is given to assignments that are given at least from one week to the next, so that pupils can organise themselves. Occasionally exceptions are possible but they must be within pedagogically and chronologically justifiable time-frames.

In the case of pupil absence (sickness or other unexpected reasons), it is not possible to wait for the homework to be completed, catching up on the missed tasks will be discussed individually according to the requirements of the subject and the level, etc.

Holidays should remain a time of rest, and homework should be avoided, with the exception of (books-) reading, especially in languages. This also means that no test should be organised directly after holidays. The test calendar will, where possible, take this point into account.

Of course, especially in S6 and S7, preparing and revising for exams is part of a pupil's role, including during the holidays, to a reasonable extent this also leaves room for rest. This point can also be discussed in class with the respective subject teacher.

6. THE PUPIL 'S ROLE

- Write down all details of homework and deadlines in your school diary.
- Note that MS Teams and the class' Team is the dedicated place to find documents, and, if needed, to access complementary information . Regardless, homework should always handed-in in class, and preferably in full.
- In the context of sensible and reasonable use of digital resources and devices, neither pupil, nor teacher, is expected to check MS Teams (or any other digital communication) during workdays before the first period of the day, 8:20, nor after 17:00, and neither during the weekend.

- It is your responsibility, if you are absent, to inform yourself of all homework tasks. You must ask others in the class whether homework has been set. If the explanations of the classmates are unclear, then ask the teacher.
- If you need worksheets or any information, ask your classmates. Classes can organise themselves in groups of 3 or 4 pupils, whereby each group is responsible for collecting the worksheets if someone is absent.
- Make sure you understand exactly what to do and how to do it.
- Submit homework on time. Homework that is submitted late without any justified reason will have a negative effect on the pupil's 'A' mark. If a pupil cheats, such as plagiarism, the homework will be marked with a '0'.
- Plan your time. Develop an effective individual study timetable.
- Seek assistance from fellow pupils, or parents or carers, or teachers when difficulties arise.
- Use your free periods at school to do homework in the designated study rooms or the Multimedia Centre in the Library. If a supervisor is present, ask for assistance if needed. S5, S6 and S7 pupils are invited to go to the study building where they will find dedicated rooms, books, and a calm and relaxed atmosphere.

7. THE TEACHER'S ROLE

- The teacher decides what homework is compulsory for pupils and also suggests optional homework.
- Within the regulations above, the teacher exercises discretion with regard to how much and when homework is set.
- Teachers will encourage pupils to submit all homework on time. They will keep accurate records of homework set and submitted. Homework will be corrected, but not necessarily individually.
- Homework must never be used as a punishment. In the same way, not setting homework for a certain period should not be used as a reward.
- Homework that is submitted late without any justified reason will have a negative effect on the pupil's 'A' mark. If a pupil cheats such as plagiarism, homework will be marked with a '0'.
- It is advisable that teachers inform pupils about the frequency and amount of the homework in the subject taught at the beginning of each semester/period, especially in S1 to S4. This will be the occasion to explain to pupils the main goals and the main benefits that can be expected by doing the homework. In S1 to S4 this can be explained to parents/carers at the beginning of the

year/semester.

- The teacher ensures that pupils write down the homework in their diary, or otherwise take formal note of the work set. It is important that the task and, if possible the approximate time needed to do it is communicated to the pupils. This will provide a general idea of what is required and what is reasonable for the pupil. Pupils may provide feedback to the teacher in respect of homework workload so that amendments can be made.
- MS Teams and the class' Team is the dedicated place to upload documents, reply to information given in class, and, if needed, complete tasks. Irrespective of MS Teams and other tools, homework should always be explained to pupils during class time.
- In the context of a sensible and reasonable use of digital resources and devices, neither pupil, nor teacher, is expected to check MS Teams (or any other digital communication) during workdays before the first period of the day, 8:20, nor after 17:00, and neither during the weekend.

8. THE ROLE OF THE PARENTS / CARERS

General comments: Homework guidelines serve to strengthen the partnership between home and school. It provides parents and/or carers with insights as to what is being taught at school. Many of our pupils have already acquired solid study habits at home. They have developed initiative and can work independently and may need very little involvement from their parents.

The following is a guide for all parents/carers as to how to foster a positive and rewarding homework approach for all pupils:

- S1, S2, S3, and even S4: Please check your child's diary regularly and encourage them to always write down their homework.
- Provide a suitable study area and the necessary equipment to complete the homework assignments. Pupils should have a quiet room with comfortable furniture. The lighting and temperature should both be adequate. Resources are similarly important such as reference books, dictionaries, calculators and so on.
- If needed, the parents can help pupils to be more efficient, by for instance looking after or removing unnecessary devices or distractions during the time allocated for homework, or asking them to work with door open, or in a place where adults can keep an eye on the pupil.

8. SUPPORT

- The school also has a "Tutoring" programme (on a peer to peer basis) in order to help pupils with learning difficulties and to cope with the requirements of the

curriculum.

- If a pupil gets educational support lessons from a teacher, the teacher may be asked about homework issues. This doesn't mean that support is allocated nor used with the focus on homework.
- During free periods the pupil can use the "Tutoring" possibilities, and, from S5 onwards, can make use of the study building.

Entry into force

These revised Homework Guidelines were approved by the Education Council at its meeting on 03.05.2023 and replace the current regulations. These guidelines come into force on 01.06.2023.