

Man Kiu Association Primary School
School Homework Policy

A. Objectives

Homework is an integral part of the teaching and learning process in schools, allowing students to extend their learning beyond the classrooms and prepare for future lessons. The objectives of our school's homework setting are:

- Consolidate learning and facilitate self-directed learning for new topics;
- Help students understand their learning progress and problems, and provide them with opportunities to learn to solve problems;
- Help teachers identify students' learning difficulties, so as to adjust teaching plans and strategies and provide timely feedback to promote effective learning;
- Evaluate students' performance in acquiring knowledge, mastering skills, and cultivating positive attitudes and values, so as to provide valuable feedback for curriculum planning and implementation;
- Allow parents to know about the learning progress and styles of their children, so as to provide appropriate and timely support.

B. Categories of Homework

There are different types of homework, including written assignments, reports, data collection, reading, group discussions and so on. We avoid excessive mechanical drills, repetitive copying, and exercises that solely focus on memorization. Instead, various types of homework are designed by tailoring to the characteristics and learning objectives of each subject. They aim to encourage critical thinking, creativity, and active learning, ensuring a balance between the quality and quantity and effective learning outcomes.

Subject	Categories of Daily Homework
Chinese	sentence making, workbook, integrated exercise, writing , speaking practice, worksheet, vocabulary
English	workbook, grammar practice, reading comprehension, writing, handwriting, worksheet, penmanship
Mathematics	exercise, workbook, worksheet, supplementary exercise, basic calculation booklet
General Studies	workbook, supplementary exercise, news worksheet, vocabulary
Others	online learning, project learning, science inquiry, STEM booklet, extensive reading, book report, self-learning / note, individual/group presentation, drawing, data collection, hands-on projects, etc.

C. Frequency and Amount of Homework

In order to promote a balanced development of learning and well-being among students, teachers discuss and adjust the frequency of homework in each subject to ensure fairness and avoid an excessive amount of homework on specific days. We also allocate an appropriate amount of homework (including adapted versions) based on the students' abilities and levels.

- For KS1 students, homework focuses on fun and creativity, rather than writing.
- For KS2 students, homework focuses on critical thinking and analysis, and encourages life-wide learning by connecting with real-life experiences and fostering creativity.

D. Procedures

- The principal, vice-principals, curriculum leader and subject panels formulate the school homework policy and conduct regular review. The curriculum team conducts comprehensive monitoring and evaluation each year on the quality, quantity, types, and distribution of homework so as to assess its effectiveness.
- Subject panels establish detailed guidelines for implementing subject-based homework policies during subject meetings, including the types, frequency, quantity, format, and grading systems.
- Teachers design and assign homework in accordance with the guidelines set during subject meetings, taking into account learning objectives and teaching needs.
- Subject teachers coordinate the amount of homework assigned to each class to avoid excessive workload on specific days. If there is Chinese dictation, English dictation, or quizzes the following day that students need time to do their revision, the amount of homework assigned in relevant subjects will be reduced.
- Teachers clearly point out their requirements on homework, distribute relevant exercises, and allow students to complete it during school hours. This allows teachers to assist students with different needs, helping them understand their mistakes under the teacher's guidance and reducing the need for later corrections.
- We do not have any mandatory arrangement for doing homework between lessons or after lunchtime, and individual guidance will be given in accordance with students' needs. Daily homework lists are uploaded to the GRWTH apps for parents' reference.
- We have included a 40-minute tutorial lesson (at the end of each school day) from Monday to Thursday in the timetable. During this lesson, teachers provide guidance to students, helping them with their homework and enabling them to complete most of their homework in school.
- The school provides free after-school tutorial classes every year for students in need, to support them with any difficulties encountered with homework or their studies.

- In addition to appropriate grades, scores, or other forms of performance evaluation, teachers also provide suitable feedback after marking students' homework as encouragements.
- If a student's performance is not satisfactory, teachers will identify the reasons and provide appropriate support to help the student improve. If a student frequently fails to submit his/her homework, teachers will contact the parents or guardians as soon as possible to discuss and seek solutions.

E. Parent's Roles

- Parents are advised to provide a suitable environment for their children, such as setting a timetable for doing homework, preparing enough stationery, and reducing any disturbance during homework time including noise and interference.
- Parents may read the student handbook and check the homework distributed by the teachers to clearly understand the purposes and requirements of the homework. They are also advised to provide proper guidance to their children, such as checking their homework and guiding them to complete corrections.
- Parents can communicate with school teachers to understand the learning progress of their children and reflect children's learning attitudes at home. They can also discuss student's learning problems with school teachers as soon as possible for solutions to students' learning problems.
- Parents can arrange diversified activities for their children, teach them to make good use of their leisure time, properly arrange their schedules and avoid excessive mechanical training for examinations. For example, parents can instruct their children to make good use of the "homework log" in their handbook, prioritise the homework to be completed, use symbols to denote completion, and then pack their school bags according to the class timetable. These help effectively develop their children's sense of responsibility and time management skills.