**Al Arqam Academy**

**Notebook/File and Homework Policy**

By assigning homework that aligns with the curriculum, the primary school ensures that students have the opportunity to further develop their understanding of the subjects. This additional practice also allows students to apply their knowledge in real-life situations, enhancing their overall learning experience. Moreover, involving parents in the homework process fosters a collaborative environment where they can actively support their child's education and stay informed about their progress.

**Homework**

The class materials file on MS Teams should contain the class timetable and termly objectives.

Weekly objectives are uploaded into TEAMS English subjects’ channel on Thursday for the upcoming week. Weekly objectives are to be turned in on Tuesday along with lesson plans for the upcoming week.

Daily homework must be dated. Clear language is used to explain what should be done. If written work is to be completed, the homework entry must say where to complete each piece of work (ex: Write 3 questions to ask the principal in your English notebook). If assignment is oral, it must be stated that it is to be completed verbally (ex: Count orally from 1-100).

All teachers are required to check the homework daily. All notes from parents should be responded to within 24 hours. If the message pertains to a sensitive topic, it should be discussed with your coordinator before responding.

**Notebooks, Files and Weekly Homework Allocation**

MS Teams, Weekly Objectives, K12, and ActiveLearn will streamline the sharing of important information and updates in a timely manner. These platforms ensure efficient and effective communication among teachers, students, and parents.

English notebooks will include a minimum of four written assignments per week. This may include spelling or grammar activities.

English homework will be given daily. The ongoing objectives will include both reading and spelling practice (verbal or written). A minimum of two written homework tasks will be assigned each week in addition to one grammar practice activity and one comprehension.

Mathematics notebooks will include a minimum of 2 pieces of written class work per week. Additionally, maths workbook/textbook pages may be assigned for homework.

Mathematics homework will be assigned a minimum of 3 times per week and will consist of at least two workbook/textbook/worksheet assignments and may include one assigned activity from the interactive program ActiveLearn (Abacus).

In addition to the above, an ongoing objective may be assigned daily, (ex: count on/back from 1-50, practice number bonds to 10, revise times tables up to 12x12, etc.). This will usually be a verbal task and used to reinforce basic skills or strategies.

Science notebooks will include a minimum of one written entry each week. Additionally, there may be worksheets or other relevant tasks assigned to students. Science sheets may be glued into the science notebook (lower primary) or may be put in a file. The class teacher will clarify which method is to be used.

Science homework will be assigned a minimum of once per week. It may consist of a variety of activities including written work in the notebook, discussion, worksheet or an interactive activity from ActiveLearn (Science Bug).

English Humanities: Upper primary will have notebooks that will include a minimum of one written entry each week. All classes must have a minimum of 2 activities/worksheets per topic.

English Humanities homework will be assigned a minimum of twice per month. It may consist of a variety of activities including written work, worksheets, discussion, or project work.

Reading Records

All leveled readers that are checked out of the library by students must be entered into the reading record by the student. Each entry should contain the date, title of book and the author’s name.

After children have read at home, the parent should write a comment describing their child’s experience (ex. too easy, too difficult, enjoyed it, did not like it, etc). This helps you see that parents are following reading progress at home and alert the teacher when a child may need to change their book. Additionally, when teachers do individual-level reading with their students, they provide feedback on the child's progress and areas for improvement to keep parents informed.

**How parents can help their children**

• By taking an interest in what they are doing in school, for example asking them about

their learning and about what happened in school that day.

• By supporting them in doing their homework, for example by providing a place and time

for them to do it, and resources such as books.

•By providing access to a computer with internet connection to access educational websites and programs used by the school (ActiveLearn, Teams etc.)

•By supporting student efforts to complete assigned scientific and other research projects/activities.

• By attending all Parent-Teacher meetings at school.