

Policy

政策

Homework is an important part of school life. However, it is of equal importance that students have an opportunity to rest, relax, be involved in out of school activities ie music, sport and be allowed to reflect upon and process the information they have acquired during the school day. Homework should;

家庭作业是学校生活重要的一环。然而学生参与如音乐、体育等校外活动得到放松休息的机会、进而融会贯通在校所学也具备同等重要性。因此家庭作业应

- A learning activity that increases in complexity as the student progresses from year group to year group
随着学生所在年级的升高而增强其内容复杂度的一种学习活动。
- Encourage students to develop the confidence and self-discipline to work on their own, an essential skill for life.
激励学生培养自信自律、独立完成任务的一项人生必要技能。
- Consolidate and reinforce skills and understanding
整合并强化所学技巧与知识。
- Extend school learning, and allow for students to investigate topics of interest without constant supervision
延伸学校的学习，让学生自主发觉有兴趣的课题。
- Develop an increasing responsibility for time management
逐步培养对时间管理的责任感
- Extend school learning, for example through additional reading
通过课外阅读延伸学校的学习。
- Develop positive learning habits and increase ability to complete work independently
培养积极的学习习惯，增进独立完成任务的能力。
- Support the home/school relationship
辅助家校关系

What is homework? 家庭作业

Homework is any work or activity which students are asked to do outside of lesson time either on their own or with parents and carers. 要求学生在课堂外、独立进行或与家长和照看者陪同下进行的任何任务或活动视为家庭作业。

Homework should not prevent students from participating in an activity after school such as sport, music or clubs of any kind. Equally, parents and students should plan such activities to allow time to complete homework.

家庭作业不应该对学生参与如音乐、体育或俱乐部等任何校外活动形成阻碍；同样的，家长和学生也应该对这类活动进行适当安排以便完成布置的家庭作业。

The amount of homework 家庭作业的数量

Key Stage 1 and 2 关键阶段 1 和 2

In Year 1, in addition to daily reading, students will be given occasional tasks to complete with their parents to support learning in the class. These activities may be research based with the parent and child working together to find information. In addition, they will also be expected to complete Chinese handwriting practise.

除了每天的阅读以外，偶尔会布置需要和家长共同完成的任务给一年级的同学，增进课堂上的学习；这些活动可能是让家长和孩子一起查找资料信息的研究探索类型的作业。另外还将可能会有中文书写的练习。

In Years 2 – 6, the students should have the following activities: 二一六年级的同学应该有以下的活动：

- Spellings –given out on Monday to be tested on Friday plus one activity per day to assist learning
拼写-周一布置周五检验，外加每天一项的活动辅助学习。
- English - one activity per week
英语 - 一周一项活动
- Mathematics – one activity per week
数学 - 一周一项活动
- Science – one activity per week
科学- 一周一项活动
- Humanities – one activity per week
人文学科- 一周一项活动

家庭作业准则与流程

Educate, Nurture, Inspire Excellence.

- Chinese – students will be expected to prepare for a weekly dictation, complete an exercise, correct errors in their work and preview upcoming text
中文 – 准备每周听写、完成练习、订正作业任务里的错误以及预习课文。

In addition, any work not completed during lesson time or detention may be sent home with the expectation that it will be completed by the next day.

另外，任何课堂上或留堂时间内未能完成的任务会要求学生带回家完成，并于隔天交回。

Homework activities should take no longer than: 家庭作业的时间不应超过：

	English 英语	Maths 数学	Science 科学	Humanities 人文 文学科	Chinese 中 文
Year 2	15 minutes plus 10 for spellings 15 分钟加上 10 分钟的拼写作业	15 minutes 15 分钟	15 minutes 15 分钟	15 minutes 15 分钟	30 minutes per day
Year 3	15 minutes plus 10 for spellings 15 分钟加上 10 分钟的拼写作业	15 minutes 15 分钟	115 minutes 15 分钟	15 minutes 15 分钟	30 minutes per day
Year 4	20 minutes plus 15 for spellings 20 分钟加上 15 分钟的拼写作业	20 minutes 20 分钟	20 minutes 20 分钟	20 minutes 20 分钟	30 minutes per day
Year 5	20 minutes plus 20 per day for spellings 20 分钟加上 20 分钟的拼写作业	20 minutes 20 分钟	20 minutes 20 分钟	20 minutes 20 分钟	30 minutes per day
Year 6	30 minutes plus 25 for spellings 30 分钟加上 25 分钟的拼写作业	30 minutes 30 分钟	30 minutes 30 分钟	30 minutes 30 分钟	30 minutes per day

Please note that when a time guideline is given it is how long the teacher expects a student in the middle group to take over the task. High achieving students may take less time. Equally, students for whom English is not the main language may take longer.

提醒您，给出的时限参考仅止于老师对中等学生的期望平均值；达标程度高的学生需时可能较短，同样的，对于英语不是主要使用语言的学生而言则可能需要更长时间。

Procedures 流程

Key Stage 3: Year 7-9

关键阶段 3：七到九年级

The standard homework set should not exceed more than 1 hour daily, plus additional activities in the area of special projects of particular interest to the student.

一般的家庭作业每天不应该超过 1 个小时， 另外还个别学生针对性的特殊项目而产生的额外活动。

In Years 7-9 students should have the following activities:

七到九年级的学生应该有的活动如下：

English: 2 activities per week

英语：每周 2 个活动项目

Maths: 2 activities per week

数学：每周 2 个活动项目

Science: 1 activity per week

科学：每周 1 个活动项目

Chinese: 2 activities per week

中文: 每周 2 个活动项目

History: 1 activity per week

历史: 每周 1 个活动项目

Geography: 1 activity per week

地理: 每周 1 个活动项目

ICT: 1 activity per week

信息与通讯技术: 每周 1 个活动项目

Art & Design: 1 activity per week

美术&设计: 每周 1 个活动项目

Physical Education: 1 activity per week

体育: 每周 1 个活动项目

Key Stage 4: Year 10-11

关键阶段 4 : 十到十一年级

The standard homework set should not exceed 2.5 hours per night. However in the run up to examinations and coursework activities in subjects such as Global Perspectives, Music, Art and Physical Education the time spent at home on homework may be more than the standard.

一般家庭作业每晚不应超过 2.5 个小时, 然而像是全球视野、音乐、美术和体育这些学科在逼近考试和有学科课程活动的时候, 在家做作业的时间便可能超出一般的时长。

In years 10 and 11 students should have the following activities:

十到十一年级的学生应该有的活动如下:

English: 2 activities per week

英语: 每周 2 个活动项目

Maths: 2 activities per week

数学: 每周 2 个活动项目

Chinese: 2 activities per week

中文: 每周 2 个活动项目

Option A: 2 activities per week

选课学科 A: 每周 2 个活动项目

Option B: 2 activities per week

选课学科 B: 每周 2 个活动项目

Option C: 2 activities per week

选课学科 C: 每周 2 个活动项目

Science Options: 2 activities per week

科学: 每周 2 个活动项目

Reading 阅读

Reading is an important way for students to extend their vocabulary, improve their sentence structure and learn new knowledge. In addition to written homework, students are expected to read for:

阅读是学生扩充词汇、强化句子结构以及学习新知识的重要方式。除了书写形式的家庭作业之外, 还要求学生有下的阅读时间:

- Year 1 and 2 - 15 minutes per day
一到二年级 – 每天 15 分钟
- Year 3 and 4 - 25 minutes per day
三到四年级 – 每天 25 分钟
- Year 5 and 6 - 30+ minutes per day
五到六年级 – 每天 30 分钟
- Year 7 and 9 - 30 minutes per day
七到九 年级 – 每天 30 分钟
- Year 10 and 11 - 45 minutes per day
十到十一年级 – 每天 45 分钟

It is important students also read in Chinese. It is recommended that from Year 5 onwards 30 minutes of Chinese reading per day.

学生进行中文阅读具有同等重要性, 建议学生从五年级开始每天进行 30 分钟的中文阅读。

EAL 英语为追加语言

Students who are in EAL are continuing to further develop their English language skills. In order to support their learning, EAL students may be given extra tasks for homework and may have up to 30 minutes homework every day to consolidate that day's lesson and prepare for the next.

参加 EAL 的同学仍处于进一步发展英语语言技巧的阶段，为了辅助学习，EAL 的同学可能拿到额外的家庭作业，并且可能需要每天利用最多 30 分钟的时间对当天课程进行吸收整合的工作并且为下堂课进行预先准备。

Use of English 英语语言的使用

In order to further develop students language and communication skills students are encouraged to spend a period of time (20-30 minutes) speaking English each day with parents/carers, siblings or friends.

为了更深入地培养同学们的语言和沟通技巧，我们鼓励学生每天和父母/照料者、兄弟姐妹或朋友们以英语交谈一段时间（20-30 分钟）

Types of homework and activities 家庭作业和活动的类型

Homework may include such things as: 家庭作业可能包含以下内容：

- Written assignments 书写任务
- Learning assignments 学习任务
- Preparing an oral presentation 准备口头报告
- Reading in preparation for a lesson 上课准备的阅读
- Researching information for a project 查找项目相关信息
- Extended projects which may be ICT based or creative, ie Art portfolio, Global Perspectives, History 可能与信息电脑为主或美术设计、全球视野、历史等相关延伸项目
- Internet activities, such as myimaths and Kerboodle. 如 myimaths 和 Kerboodle 等使用互联网的活动
- Tasks set on the Learning Management System (LMS) 安排在学习管理系统(LMS)之下的任务

It is important that students should have frequent and increasing opportunities to develop and consolidate their abilities in all subjects. Homework should be completed by the due date set by the subject teacher. The nature of the homework and content will vary from subject to subject.

经常给同学们丰富的机会，培养能力、融合贯穿所有学科的学习至关重要。家庭作业应按照学科老师规定的时间内完成。家庭作业的本质及其内容每个学科不尽相同。

Organisation of homework 家庭作业的布置

All students have a **Student Planner** which they are expected to carry with them at all times. They are expected to write the day's homework in the planner. Parents are encouraged to check the homework planner on a regular basis as are form tutors.

全体同学都发有**学生计划本**，要求学生在校期间都要带着学生计划本，并且把当天的家庭作业记录在内。鼓励家长定时检查家庭作业本，班主任亦同。

Non-completion of homework 未完成的家庭作业

If homework is not completed then the student will be expected to complete it during a break or lunchtime detention with the subject teacher. All homework not completed will be logged on SIMS and dealt with according to the 'Positive' Behaviour Policy. If students continue to fail to complete homework on a regular basis they may be required to attend an after school detention and/or be removed from ECA during period 6 on a Friday. Parents will also be called into school to meet with form tutors.

如果家庭作业没有按照要求时间完成，那么将要求学生在休息时间或午餐留堂事件和学科老师完成。所有未完成的家庭作业都将记录到 SIMS 系统，并且依照“行为准则”来处理。若学生持续发生不完成家庭作业的情况，将可能要求学生放学后留堂和/或暂停学生参加周五第六节课的 ECA 课。同时还将通知家长来校与班主任老师会面。

Responsibilities 职责角色

The school 学校

- The subject teacher is responsible for setting appropriate homework and marking it. Guidelines set above in terms of time should be adhered to.
学科老师负责家庭作业的布置和批改。做作业的时间应符合上述指导原则。
- Subject teachers should check that the students are recording details of homework set in their planners and should allow time in the lesson for the students to do this.
学科老师应检查学生是否把布置的家庭作业详细地记录在计划本里，同时应允许学生在课堂上进行记录。
- Teachers have to correct and hand back homework within a reasonable amount of time, with feedback.
教师必须进行批改，并在合理时间内把作业及其反馈返回给学生。
- Give clear due dates to the students and ensure it is written in their planner
清楚告知学生作业上交时间，并确保学生记录到计划本里。
- Teachers should also allow homework time to prepare for tests.
教师也应该允许在家准备考试的作业时间
- In Years 10 and 11, homework around examination time should be revision based with the use of past papers in the lead up to final summer examinations
临近学年尾期末考试之前，十、十一年级的家庭作业应复习为主，温习历年试卷。
- Homework must never be used as a punishment- this includes the writing of lines. However, not setting homework should not be used as a reward.
不允许以家庭作业作为处罚手段- 包含逐行抄写等。同时，也不应该以不布置作业作为奖励。

Parents/Carers' role in homework 家长/照料者在家庭作业方面的角色

- Parents/Carers should support students with their homework but accept that their role will become less and less important as the students become more responsible and independent.
家长/照看者应该协助学生的家庭作业，并应明白其角色的重要性将随着孩子日渐独立自主负责的程度而逐步减弱
- Parents/Carers should provide a suitable place where students can work.
家长/照看者应该提供合适学生做作业的场所。
- Parents/Carers should encourage students to meet homework deadlines
家长/照看者应该鼓励孩子在要求时间之内上交家庭作业。
- If parents/carers feel that insufficient or too much homework is being set, they should contact the subject teacher who will investigate the situation
若家长/照看者认为布置得作业不足或者过多，应联系相应的学科老师对情况进行了解。
- Parents/Carers should make it clear that they value homework and support the school in explaining how it can help students to progress
家长/照看者应该清楚表明其对于家庭作业的重视，并应协助校方说明家庭作业对孩子学习发展的益处。
- Parents/Carers should encourage students and praise them when homework is completed.
学生完成家庭作业时，家长/照看者应对学生予以鼓励和表扬。
- Parents/Carers should not do the work for the student or give them the answers to copy in their own handwriting.
家长/照看者不应该为学生做作业或给出答案让学生自己进行抄写

Students' Responsibilities 学生的责任

- Students should always carry their Student Planners with them and record all homework in it.
学生应该总是带着学生计划本来校，并将布置的作业记录到计划本上。
- Students need to accept that deadlines must be adhered and accept that not meeting deadlines will result in consequences
学生必须服从上交作业规定的日期，并承担不按时交作业而产生的相应后果。
- If students are absent, they need to find out what work has been missed and catch up as soon as possible upon their return. **Being away on the day that homework is set is not an excuse for not doing it.**
若学生缺席，则学生应该主动对自己缺少的作业进行了解，并尽快在返校时赶上进度。不应以布置作业当天缺席作为不交作业的理由。
- Problems with homework should be resolved before the deadline. If necessary students should see the member of staff concerned.

对于家庭作业有所疑问，应该在上交作业截止日之前予以解决。学生应视需要和相关老师请教。

- Homework should be completed to the same standard as class work. **Students should take a pride in doing their best.**

应该用完成课堂作业同样的标准来完成家庭作业。学生应全力以赴、做到最好并引以自豪。