

## HOME LEARNING POLICY

### **The need for this policy is as follows;**

1. To develop regular study habits at home.
2. To encourage students to be independent learners.
3. To help teachers assign activities in a structured manner.
4. To help students plan to make best use of the time available to them.
5. To help students research and extend their knowledge.
6. To help students to practice and consolidate.

### **Home-learning may include:**

1. Exercises from the textbook.
2. Worksheet
3. Reading
4. Article writing, blog writing, podcast, email writing, letter writing, portfolio, slide share etc.
5. Projects, problem solving, case studies, puzzles, survey.
6. Arts activities, cartoons, lyric writing, video creation, games.
7. Data analysis, PPT, webinars, peer discussion and reporting, coding, quiz.
8. Preparation for an assessment.
9. Planning for an investigation task (eg. Testing water samples)
10. Watching a video from the link described in the lesson plan.
11. Analysis of a story or story writing, script writing, etc.

### **Observing the home-learning activities**

#### **Students**

- 1) Write down the home-learning details in the diary.
- 2) Get the diary signed by the parent/warden each day.
- 3) Students are expected to promptly complete the work assigned within the due date.
- 4) Clarify doubts, if any, well in advance to avoid delay in submission of assignments.
- 5) Seek help from teachers, peers as and when needed.

#### **Parents/Warden**

- 1) Check the diaries and sign after verifying, if the work assigned is completed by the student.
- 2) Go through the weekly updates and provide timely feedback about student's learning through the diary, ERP, email.

**Teachers:**

- 1) Ensure the home learning activity is well defined with details like- criteria, guiding question, ICT links, duration and date of submission etc.
- 2) Ensure that no activity is assigned on a day prior to tests/exams.
- 3) Ensure that students note the details home-learning activities in their diaries.
- 4) Check the assignment within two days from the date of submission.
- 5) Report late submission to the parents, co-ordinators, counsellors, vice principal and seek acknowledgment from the parent.

**Some important guidelines:**

- 1) The home-learning activity must be engaging, should promote active learning. It must not lead to rote learning.
- 2) Home-learning activities must be set by the subject teachers.
- 3) Ensure home-learning activities are not too burdensome.
- 4) The maximum time for completing the activity per subject must not exceed 15 mins unless the activity is project based or includes outdoor visits.
- 5) Home-learning activities can be of different forms as decided by the subject teacher.
- 6) If the home-learning activity is research in nature, guided question and ICT links must be provided.
- 7) Home-learning activity should be accompanied by criteria.
- 8) Home-learning activity should in no way be considered for exams.
- 9) Feedback must be given about all home-learning activity within two days from the date of submission.
- 10) It is not necessary to have home-learning activity of all subjects every day.
- 11) In case of clarity required on a given activity the students should contact the respective teacher only.
- 12) If computer/tab/phone is to be used for any activity, the teacher must define screen time. Teacher must ensure that the screen time does not exceed 30 mins.

This policy will be reviewed as per the review policy.