

# HOMEWORK POLICY

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## PURPOSES OF HOMEWORK - WHAT IS IT FOR?

- To develop the skills of independent learning.
  - To consolidate learning in class.
  - To practise skills - learning by doing.
  - To develop self discipline and time management skills.
  - To research an area of interest.
  - To give opportunity to develop the partnership of pupil/parent/teacher.
  - To do work which is not suited to the classroom situation.
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## HOW MUCH SHOULD BE SET?

Year 8	1 - 1½ hrs per day
Year 9	1 - 2 hrs. per day
Years 10 – 11	½ - 2½ hrs. per day
Years 12/13	A minimum of 5 hours private study for each subject studied – per week

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## HOMEWORK PROCEDURES

### Homework Timetables

These should be negotiated between the teacher and the class to take account of:

1. The teacher's work schedule and opportunity for marking work.
2. An even sharing of homework for pupils across the week.
3. The need to ensure co-ordination for homework completion by the form tutor so that pupils do not have too much to do on one night and too little on another. This is usually achieved by giving pupils more than one night in which to complete homework.

The homework timetable must be written into the pupil's diary, showing when homework is set and due for each subject. Tutors should monitor that the timetable is being adhered to by all participants.

## Homework Diary

The homework diary should be brought to school every day. Form Tutors will need to supply a photocopied sheet from the diary for any student who might forget to bring it to school.

Homework should normally be written on the board with sufficient time for students to copy it down into their homework diary. The date set and the date to be completed should be clearly stated. The content of the homework should be written so that parents can understand what has to be done, and can help if necessary.

Parents and tutor should sign the diary regularly to show they have noted what has been set.

## Help with Homework

If homework tasks are not understood by students, they should find their subject teacher, before the day when the homework is due for completion, and ask for help.

The Special Education Needs Department is usually staffed during the lunch time periods and will help students as and when needed.

## Monitoring Homework

This should form part of each student's review of the week's work in tutorial time and will be overseen by the form tutor.

Subject teachers should keep accurate records in their mark books, and should check that set homework has been completed. At the end of each half term, the pupil's homework record will be sent home to parents. A grade will be given for the student's ability to complete homework on time for each subject.

If homeworks are regularly missed, Heads of Department should be alerted, and should organise a detention, informing the parents in the diary and giving 24 hours' notice. If the student fails to attend a homework detention then this becomes a behaviour issue and will be dealt with as outlined in the Behaviour Policy. The students should be given work to do in the detention which is commensurate with their ability. This work does not have to be related to the homework not done, as, by now, it will probably be past the time when completing it would have been useful. The detention should be seen as a sanction for not completing homework.

From 1st September 1998, Section 5 of the Education Act gives schools clear legal authority to detain students, on disciplinary grounds, after school. Parental consent is not required in law.

If a student begins to develop a poor homework record, parents will be invited into school to see either the tutor or the Head of Year to discuss how both school and home can support the student further.

## Homework Procedures as Students Move up the School

Students in Years 8 and 9 have short tasks to complete and usually only two or three days in which to do it. In subjects which have only one lesson each week, the homework time span is often one week.

In Years 10 and 11, tasks set are often more extensive, sometimes taking two or three weeks to complete. In the case of coursework, a time-line will be set by teachers to help students plan their time.

Revision of what is learned in class should form part of a conscientious student's homework - particularly before the Year 10 and Year 11 school exams, and before the GCSE.

Students in Years 10 and 11 are expected to give work in on time - it is to their advantage to do so in order to get feedback on their work. This feedback will help them in the continuous development of skills and knowledge.

## Summary of Homework Procedures

1. Homework should be handed in on or completed on time by the date set in the diary.
2. A half-termly record of homework completed will be sent home to parents.
3. If students persist in not doing homework:-
  - they may be kept in detention after school;
  - their parents may be asked to come into school to see the tutor or Head of Year.

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## HOMWORK TASKS WHICH MIGHT BE SET

- Tasks should have a clear objective and be linked to study programmes.
- Finishing off work begun in class is rarely appropriate but it may be necessary occasionally.
- Other suitable tasks include the following:

*Investigations*

*Research*

*Reading*

*Drawing*

*Simple experiments*

*Drafting*

*Revision*

*Desktop publishing*

*Interviews*

*Public library visit*

*Designing*

*Word processing*

*Essay writing*

*Report writing*

*Making a model*

*Projects*

- Departmental 'banks' of assignments to support programmes of study are a useful approach to planning.
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## **ARRANGEMENTS FOR MONITORING AND EVALUATING THE POLICY**

1. Tutors will look at a selection of homework diaries each week.
2. Parents are asked to look at their child's diary and to get in touch with the tutor if necessary.
3. Teachers will write the homework set for their classes in their weekly planning document. Heads of Department and their deputies will monitor this document on a two week rotation, and will look at a random sample of children's work arising from the homework set.
4. Heads of Year will select a random sample of diaries regularly each half term and check that the diary is being completed appropriately.
5. The Head, Deputy and Assistant Heads will undertake one homework review each half-term. They will select from each year group a piece of homework due in for six different departments - thus six different classes/year groups/departments will be monitored each half-term. The purpose of this review will be to assess how the homework policy is working in practice and whether any action needs to be taken to support teachers or students further.

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## **SUMMARY OF THE POLICY**

### **▪ Students' Responsibilities**

1. Write homework timetable into diary.
2. Record homework fully.
3. Complete it on time.
4. Ask for help if needed.

### **▪ Parents' Responsibilities**

1. Provide a peaceful, suitable place for students to work at home.
2. Make it clear to students that they value homework, and point out the benefits of it.
3. Ask to see completed homework - praise their children for good work done.
4. Expect deadlines to be met and check through the diary that they are.
5. Sign the diary.

### **▪ Teachers' Responsibilities**

1. Set appropriate homework (as shown in previous examples) and record in weekly planner.
2. Collect it in on the due date and mark it, if appropriate.
3. Give feedback to students.
4. Provide a homework record for students half-termly.

### **▪ Senior Managers' Responsibilities**

1. Monitor homework given.
  2. Monitor diaries.
  3. Evaluate the work set and the quality of the completed product.
  4. Take action if necessary.
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