

Homework Policy

Homework is a term used to describe a wide range of activities which pupils are required to do after school hours at home. It is an integral part of the active learning experienced by all pupils, complementing and facilitating the educational process within school and in the home.

With the support of Parents(s)/Guardian(s), it reinforces classroom activities and provides an opportunity to extend learning and understanding which are essential for academic progress.

Homework can take a variety of forms e.g. note taking, reading, answering questions, researching information, skill development, preparing for tests and examinations, completing ongoing remedial work and completing coursework.

1. The Purpose of Homework

- To provide students with an opportunity to further develop their skills, knowledge and understanding encountered in the classroom.
- To provide a stimulus for class based, active learning and occasion formative feedback.
- To provide teachers with an assessment instrument which can measure the individual progress of pupils and therefore identify their areas for improvement.
- To give pupils an opportunity to reinforce, consolidate and/or extend the work that they are carrying out during the school day.
- To provide opportunities for pupils to work with Parents(s)/Guardian(s) on learning support /extension exercises.
- To give pupils an opportunity to develop self-discipline through working independently and to develop research, organisational and time management skills.
- To give all pupils an opportunity to do work which allows them to gain a sense of improving achievement.
- To provide the pupils with an opportunity to utilise the benefits of peer and self evaluation, both at home and in the classroom, as an integrated learning experience.
- To inform Parents(s)/Guardian(s) about the ongoing progress of their child and to give them the opportunity to play an active role in the parent / child / teacher relationship, through the supervision of the work carried out at home by their children.

2. Role of the Pupil

All pupils are required to:

- Complete homework exercises to the best of their ability,
- Meet homework and coursework deadlines,
- Keep accurate records in their Student Planner,
- Bring all necessary items to class,
- Engage fully in classroom activities which incorporate homework as a Learning Activity.

3. The Student Planner

Each pupil in the school has been issued with a Student Planner.

- This Organiser has been designed in such a way as to assist the pupil in recording work to be completed for homework and remediation, to record test and assignment marks and grades, to record attendance and to plan projects, coursework and other extended assignments.
- Pupils are required to use the Planner each day and teachers should regularly check to see if homeworks are being recorded as well as satisfactorily completed.
- Teachers will note breaches of Homework and Behavioural guidelines in the Planner which Parents(s)/Guardian(s) should sign.
- The Planner should be used as a first means of communication between Parents(s)/Guardian(s) and teachers.
- Form Teachers will check Planners on a weekly basis to reinforce its proper and effective use.

4. Departmental Policy on Homework in Practice

Members of each department should consistently apply the school's Homework Policy. This will be evidenced in departmental planning, classroom practice, student work and planners.

- Teachers should give pupils guidance on completion and attainment of standard in homework, including time management, learning and revision/remediation techniques.
- Homework tasks should be relevant, structured and integrated into an overall scheme of work, which will include exemplars and a variety of formative feedback strategies.
- Homework should be always checked and recorded for completion.
- It should be regularly marked, commented on and thus recorded, deploying a variety of departmentally agreed methodologies.
- Students should be familiar with marking criteria to guide their work and its improvement.

- Departmental planning will include the integration of Peer / Self evaluation and approved guidance on formative teacher feedback on classroom activities.

5. Departmental Assessment of Homework

Since homework is an integral part of effective teaching and learning it will be included as part of the Continuous Assessment records and will be reported on to Parents(s)/Guardian(s).

- Departmental agreement should be reached as to how Homework is formatively assessed with feedback, creating opportunity for improvement.
- There should be agreement on how such marks accumulate to create a Continuous monitoring grade for Reporting.
- Departments will agree on the frequency and strategies deployed for the lifting of student books/files for formal teacher marking.

6. Departmental Review of Homework Practice

Designated Departmental meetings will evaluate Homework as a Learning Activity and will moderate sample student work to share best practice and ensure a consistency in application.

- Planning of Homework tasks within schemes, including the development of exemplar tasks and marking criteria for each topic.
- Agreed Homework based revision work will be incorporated into classroom teaching at the end of each topic and after each assessment, deployed as remediation, as dictated by assessment feedback.
- Marks achieved in Homework exercises will be incorporated into the Continuous Assessment grade and a teacher comment on homework will be included on reports to Parents(s)/Guardian(s).

7. Setting Homework

When setting homework the following guidelines should be followed: -

- Pupils should be aware that forms of homework other than written work are equally important. Homework within Departments will involve a variety of tasks and skills.
- Where possible, set homework is differentiated by task and outcome.
- Ensure that pupils understand the homework set and take down the necessary details in their Student Planner.
- To allow sufficient time for students to record and ensure they completely understand the nature of the Homework, it will be given out at least five minutes before the end of each class.

8. Guidelines for Time Spent on Homework

Years	Time per evening	Total time per night
8 and 9	10-15 minutes per subject	1 - 1½ hours
10	20-25 minutes per subject	2 - 2½ hours
11 and 12	25-30 minutes per subject	2½ - 3 hours
13 and 14	One hour per subject	3 hours

9. Reporting

Homework will be reported on to Parents(s)/Guardian(s) via Parent Meetings.

The school report will also deal with homework in two ways to include:

- An e-behaviour generated percentage of incomplete homework and
- A specific, qualitative and formative teacher comment on homework within reports.

10. The Role of Parents(s)/Guardian(s)

The good relationship between the home and school is of fundamental importance to the smooth and effective functioning of the homework policy.

Therefore we request that Parents(s)/Guardian(s), as primary teachers of their children, provide:-

- Ongoing support and encouragement helping their children to develop good work habits and a positive attitude to study.
- A suitable working environment which is conducive to ensuring that homework exercises are completed to a high standard.
- The necessary materials for the completion of all homework.
- Active assistance to their children e.g. in collecting information for a project.

In order for students to achieve according to their potential we request that Parents(s)/Guardian(s) **actively participate** in the homework process.

We therefore ask Parents(s)/Guardian(s) to support the work of the school in the following ways:-

- Scrutinise workbooks on a regular basis.
- Countersign remediation work, tests and assignments if asked to do so by subject teachers.
- Monitor the homework tasks given through the use of the Student Planner.
- Support the school with strategies introduced to develop good homework habits.
- Acknowledge achievement with regard to homework as a means of motivation and positive reinforcement.

11. Non-Completion of Homework:

In cases where a pupil has failed to complete homework without a valid reason, the teacher will make a note and record repeated incidents in the individual's Student Planner.

- In cases where pupils fail to complete homework consistently or where the quality of homework/coursework is consistently poor, procedures outlined in the school's Positive Behaviour policy will be followed.
- Homework will not be given as a punishment.

However, as part of our Positive Behaviour Policy if a student has not completed classwork to an acceptable standard he may be set relevant and meaningful reinforcement work to address the situation. This may necessitate the arrangement of compulsory lunchtime and/or evening study.