

Park Avenue Girls' High School

Homework Policy

PARK AVENUE GIRLS' HIGH SCHOOL



Educating Nurturing Inspiring

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Contents

1. Rationale	3
2. Purposes of Homework	4
3. Principles Underlying Homework Policy.....	5
4. Types of Homework	6
Practice exercises	6
Preparatory homework.....	6
Extension assignments	6
5. School Practice	7
Senior Management Team	7
Departments.....	7
Teachers.....	7
6. The Role of Parents/Carers	8
7. The Role of Pupils.....	9
8. Monitoring and Evaluation	10
9. Failure to Complete Homework.....	11
Appendix A	12
Checklist for Helping Your Child with Homework.....	12
Appendix B	13
Homework Letter.....	13
Appendix C	14
Principal Teacher letter home	

1. Rationale

This policy statement has been produced to provide a coherent framework from which all departments can develop a consistent and effective approach for pupils of all ages and levels of ability.

Homework is seen as one of the principal ways in which pupil achievement can be raised.

The benefits of doing homework must be instilled at an early age in all pupils, so that independent home study becomes routine. The aim of this policy document is therefore to:

- enable pupils to understand that independent learning is vital to achieving success
- give every pupil the opportunity to fulfil their potential
- instil in all pupils the importance of life-long learning
- provide training for students in planning & organising time
- promote a responsibility for learning within each pupil

For homework to be effective it has to be stimulating and challenging whilst being supported through the quality of the teaching and learning occurring in a classroom.

This policy and the Learning and Teaching Policy contribute to raising attainment and the quality of the educational experience we provide to pupils and parents.

2. Purposes of Homework

There are various reasons for setting homework, examples of which are:

- to encourage and develop self-discipline, study habits and a range of skills in planning and organising time
- to allow reinforcing, extending and consolidating of work done in class
- to give pupils experience of working on their own, and to develop in pupils a sense of responsibility and commitment to their own learning
- to involve parents/carers as partners in education
- to prepare for test/examinations
- to further challenge and extend gifted and talented children.
- to provide focused and sustained support for less able pupils

3. Principles Underlying PAGHS Homework Policy

Students must take full responsibility for their homework and should be supported by their parents/carers.

Students who consistently hand in homework on time, or complete homework to a high standard, will be awarded Merits.

Homework should be issued in appropriate quantities, and completion dates should be both clear and reasonable, taking account of home environment and extracurricular activities of pupils, including family and cultural obligations.

Homework should be a carefully planned and an integral part of school learning. It should not be seen as an “add-on” or a dispensable extra.

Homework should match the needs and abilities of pupils.

Homework should promote opportunities for consolidation and extension.

Homework is related to current work and where possible is stimulating and challenging.

Pupils should be adequately prepared for the completion of tasks set i.e. they are not to complete homework where the topic has not been covered in class.

Homework should involve all members of each year group.

Homework should not be restricted to certain subject areas. It should reflect the breadth and balance of the curriculum.

4. Types of Homework

Practice exercises – providing students with the opportunities to apply new knowledge, or review, revise and reinforce newly acquired skills, including:

- consolidation exercise e.g. maths, including memorisation of tables
- practising for mastery e.g. spelling words
- revising information about a current topic
- practising words or phrases learned in a language other than English
- reading for pleasure
- essay writing

Preparatory homework – providing opportunities for students to gain background information on a unit of study so that they are better prepared for future lessons, including:

- Background reading
- Reading e.g. English text for class discussion
- Researching topics for a class unit of work
- Collecting items e.g. geometric shapes

Extension assignments – encouraging students to pursue knowledge individually and imaginatively, including:

- writing e.g. a book review
- making or designing something e.g. an art work
- investigations e.g. science, social science
- researching e.g. history, local news
- information and retrieval skills e.g. using a home computer to find material on the internet
- monitoring e.g. advertising in particular newspapers

5. School Practice

Senior Management Team

SMT must ensure that the development of homework programmes in departments is monitored and evaluated.

The SMT will take responsibility for informing parents of the whole school homework policy at PAGHS. The SMT will inform parents of:

- the aims of the homework policy
- the use of the Planner
- how best they can support their child's study

Departments

Departments should include in their planning, a coherent homework structure, based on whole school principles and practice.

Departments must plan, prepare and implement realistic and manageable programmes of homework, maintain accurate records of completion and non completion of homework.

The Headteacher must ensure that:

- the whole school policy is embedded firmly in departmental provision
- regular monitoring and review of departmental provision takes place
- teachers keep up to date records of assessment and homework completed.

Teachers

Class Teachers should issue and monitor regularly, homework undertaken by pupils whilst ensuring that instructions are stated clearly. Teachers should also ensure that homework issued is recorded by all pupils in their planners.

6. The Role of Parents/Carers

See **Appendix A** for information and the handout given to all parents/carers.

7. The Role of Pupils

At every stage, pupils should be encouraged to recognise the value of homework, and be made fully aware of its capacity to improve learning.

Pupils are responsible for completion of homework to the best of their ability and on time.

Pupil should be encouraged to plan their programmes of study, to ensure that their workload is as evenly spread as possible.

Pupils should be encouraged to seek appropriate support to ensure that they are able to complete tasks set for homework.

Pupils must record all homework tasks in their Planners.

8. Monitoring and Evaluation

A continuous process of monitoring the effectiveness of the Homework Policy will be carried out by the Senior Management Team through SMT meetings.

SMT members will regularly check the use of pupil Planners.

A whole school evaluation of the effectiveness of the policy will be carried out regularly. This should involve consultation with staff and a sample of parents and pupils. Where further good practice is identified, this will be shared across the school.

9. Failure to Complete Homework

PAGHS aims to work with Parents/Carers and the School Departments to encourage and enable students to complete homework on time.

The following system should be used to ensure a consistent approach across all departments once the class teacher has exhausted all his/her powers of persuasion:

1. Incomplete homework must be recorded by class Teacher(s) and a 'No Homework Sanction' recorded in the students' Planner (3 sanctions in 1 week will result in a Detention)
2. If after a number of chances, the student fails to complete the homework issued, the Teacher(s) will then **request the issue of a standard homework letter** (see Appendix B) asking for the receipt slip to be signed by the parent/carer and returned to the teacher concerned.
3. Once the Parent/Carer receipt slip is returned it must be retained by the class teacher.
4. If the slip is not returned, or the matter persists, the Principal Teacher of Subject should be informed and they will contact the parent/carer by **requesting the issue of a 'Head teacher's standard letter** (see Appendix C).

If parents/carers fail to respond to the school's warnings, then a meeting will be arranged with parents/carers where all parties can raise their concerns. An intervention plan or strategy will be put in place, with both the parent's and student's agreement, to help ensure that the student does all their homework. The outcome of this intervention will be monitored for a period of 4 weeks. If this fails to achieve the return of homework, then pupil reports and letters of concern will be used to record failure to comply.

Appendix A

Checklist for Helping Your Child with Homework

Show you think Education and Homework are important:

- set a regular time every day for homework
- ensure your child has paper, books, pencils and other things needed to do assignments
- set a good example by reading and writing yourself
- stay in touch with your child's teacher

Monitor assignments:

- Do you know what your child's homework assignments are? How long should they take?
- Do you know how the teacher wants you to be involved?
- Do you see that assignments are started and completed?
- Do you read the teacher's comments on assignments that are returned?
- Is TV viewing cutting into your child's homework time?
- Do you check your child's homework diary on a regular basis?

Provide guidance:

- understand and respect your child's style of learning

- does he work better alone or with someone else? Does he learn best when he can see things, hear them, or handle them?
- help your child to get organised. Does your child need a calendar or assignment book or a bag for books and a folder for papers?
- encourage your child to develop good study habits (e.g. scheduling enough time for big assignments; making up practice tests)
- do you talk with your child about homework assignments? Does she understand them?
- do you and your child talk about plagiarism and its consequences

Talk with someone at school when problems come up:

- if a problem comes up, do you contact the teacher?
- do you help and guide your child to work out a plan and schedule to fix homework problems?

Appendix B

Homework Letter (Teacher)

Dear

I am writing to inform you that _____ has failed to complete and return homework that was issued to the class.

Park Avenue Girls' High School values homework, as it allows students to revise and further develop their understanding of subjects at home. This will ultimately lead to greater success in all subject areas.

I am sure that I can rely on your help in ensuring that attempts and returns all future homework exercises.

Please sign the tear-off slip below to acknowledge receipt of this letter.

Yours sincerely

Class Teacher

Tear here and return

Parent/carer's receipt:

I have received your note about the failure to complete homework and will ensure that, in future, it is completed and returned to the class teacher on time.

Parent/carer's signature _____

Date _____

Pupils name _____

House class _____

Appendix C

Homework Letter (Headteacher)

Dear

As Headteacher I regret to inform you that your child _____ has failed to complete homework issued in the _____ department.

The class teacher issued a letter recently informing you of this situation but, regrettably, no acknowledgement has been received. I am asking for your full co-operation in ensuring the completion of all

homework so that _____'s progress can be maintained.

Please sign the tear-off slip below to acknowledge receipt of this letter.

Yours sincerely,

Headteacher

Name of Pupil: _____

Department: _____

I acknowledge receipt of your letter informing me of the failure of my child to complete homework.

Signature of Parent/Guardian _____

Date: _____