



St Margaret Mary's Secondary School

Homework Policy and Procedures

Only the best will do!

1. Aims of the Policy

- To encourage pupils to develop their full potential
- To enable pupils to understand that independent learning is a vital ingredient in academic achievement
- To enlist the support of parents/carers in helping pupils to achieve success
- To achieve a consistent approach to homework across the whole school which reinforces the importance of homework

2. Purposes and Principles of Homework

Homework should:

- Extend and reinforce class work
- Be varied and manageable
- Be challenging but appropriate
- Promote self-confidence and self-reliance
- Provide possible indications of underachievement
- Involve parents/carers in the learning process
- Encourage good organisation skills
- Reflect the breadth and balance of the curriculum

Whilst in some cases the non-return of homework is a pastoral related issue, in many others it is a discipline issue to be taken forward by all staff in a consistent and effective manner. (See appendix 1)

3. Role of Pupil – Our Expectations

- At the start of each term pupils will be issued with a homework diary
- They should bring their diary to school every day and place it on their desk in every classroom (unless teacher specifies otherwise)
- Write homework issued by their class teacher into the diary

Sanctions

If pupils fail to complete homework a number of things could happen.

This may include:

- Warning from class teacher and reissue – Demerit (S1-S3)
- Intervention from Faculty Head.
- Spending time at interval to catch-up on homework missed.
(maximum time 10 minutes)
- Having a letter/text message sent home to parents from department.
- Pastoral Care Concern Alert submitted to PTPC and parental contact made.
- Spending time after school (with parent/carer's permission) to catch up on homework missed – organised by SLT

4. Role of Classroom Teacher

All teachers should establish a high expectation that homework will be done by everyone and that failure to do this will be treated seriously. To encourage this all staff should:

- Issue homework regularly and ensure that it is appropriate for the pupils in their class
- Make pupils aware of the workload expected by the department in relation to homework
- Record homework in line with departmental policy.

5. Role of Faculty Heads

Faculty Heads have a crucial role in ensuring that the whole school policy is being put into practice. They should:

- Ensure that the whole school policy is being put into practice
- Formulate a departmental policy on homework within the framework of the school policy and which outlines the nature, content and extent of homework for all pupils and all courses
- Monitor and evaluate the effectiveness of the homework programme in their departments
- Deal with pupils who have failed to return homework. This includes sending a parental letter/text home.

6. Role for Pastoral Care Staff

Pastoral Care staff have an active role in monitoring the pupils within their group and using the information on homework as an indicator of how pupils are coping. They should:

- Inform class teachers of any circumstances that might be affecting a pupils ability to hand in homework
- Discuss homework with their pupils during assemblies and check that pupil diaries are being used appropriately
- Review the PSE programme to ensure the coherent delivery of study skills designed to develop strategies for independent learning and good organisation
- Monitor the consistent non-return of homework by specific pupils and where appropriate organise parental interviews to discuss further

7. Role of Senior Leadership Team

Senior Leadership Team have an overview of the whole policy and can see the whole school, picture in terms of the policy. They should:

- Monitor and evaluate the implementation of the whole school policy on homework in their link departments
- Reinforce the importance of homework at assemblies
- Issue leaflets to parents/carers informing them of the schools policy on homework and encouraging them to become involved in this part of their child's learning
- Contact parents/carers when necessary.

8. Role of Parents

At St Margaret Mary's Secondary we recognise that to achieve success in the learning process, it is important to form a strong partnership of all those involved in a child's education. We therefore encourage parents/carers to participate in their child's education by accepting their part in overseeing the work done at home.

We encourage parents/carers to:

- Speak with their child regularly about homework and discuss the importance of doing homework
- Contact the PTPC if their child is having difficulties with homework or there are extenuating circumstances which would prevent the return of homework
- If their child is absent, ensure that they catch up with any uncompleted class work or homework
- Respond to any communication on the non-completion of homework and discuss this with their child

Appendix 1

Good Practice : Homework Checklist For Staff

Routine

- ✓ Homework is issued during the lesson
- ✓ Homework is recorded in pupil diary/study planner
- ✓ Homework is recorded in teacher planner
- ✓ Homework is issued on the **same day** each week/fortnight (where appropriate)
- ✓ Homework is returned on the **same day** each week/fortnight (where appropriate)
- ✓ Homework is marked in line with departmental assessment policy
- ✓ Return and non-return of homework is recorded by class teacher
- ✓ Pupils are rewarded/praised for consistent high standard of homework
- ✓ Pupils are rewarded/praised for consistent return of homework
- ✓ Pupils are rewarded/praised for consistent high level of effort shown in homework

Methodology

- ✓ Homework is a planned element of the classroom teaching*
- ✓ Homework takes into account the different styles of learning of individual pupils
- ✓ Homework takes into account the ability range of pupils
- ✓ Homework take into account the variation in resources available to pupils
- ✓ Homework tasks are varied
- ✓ Homework tasks are challenging **but manageable**
- ✓ Homework tasks are interesting

Homework activities for the More Able Learner

- ✓ Homework tasks are open-ended and promote imagination and creativity
- ✓ Homework tasks are research based and promote enquiry skills
- ✓ Homework tasks involve investigative skills
- ✓ Homework tasks are long term, project based
- ✓ Homework tasks promote self-reflection
- ✓ Homework tasks involve collaboration with peers, parents and the wider community
- ✓ Homework tasks are monitored closely by the class teacher

*The more able learner may present a previously unrecognised aptitude at any given moment. It is therefore, in this instance, good practice to issue a spontaneous homework activity.

Appendix 2

Examples of Homework Activities

Homework can take many forms depending on the specific needs of subjects and the needs of the pupils.

These include:

- Finishing off work not completed in class
- Revision in preparation for an assessment
- Learning of newly taught materials or vocabulary
- Redrafting of class work
- Reading specific materials
- Self-identified study where a pupil is having difficulty in a particular area
- Research on a particular topic
- Collection and collation of materials or resources
- Practice of e.g. a musical instrument, keyboard skills
- A specific assignment or self-contained project/investigation

Where appropriate homework should be differentiated to ensure that it can be accessed by all pupils.

Our School Homework Policy Parent/Carer Information

Our School Policy on Homework

We believe that homework is very important because:

- ❖ It reinforces what pupils learn in class
- ❖ It allows pupils to expand knowledge
- ❖ It is excellent for practising skills
- ❖ It teaches pupils good study habits
- ❖ It provides the opportunity for improved home-school partnership



Responsibilities of Teachers

Teachers are committed to:

- ❖ Giving out regular, meaningful homework.
- ❖ Keeping a record of marks and reporting this to parents.



Responsibilities of Pupils

- ❖ Young people must carry a school bag and bring their homework diary **every** day.
- ❖ Young people **must** write homework in diary.
- ❖ Homework should always be completed to the **BEST OF THEIR ABILITY** and handed in on time.



Responsibilities of Parents/Guardians

- ❖ Young people need support to get into a good habit of doing homework.
- ❖ Speak with your child regularly about homework and discuss the importance of doing homework.
- ❖ Contact your child's Pastoral Care teacher if your child is having difficulties with homework or there are extenuating circumstances which would prevent the return of homework.
- ❖ If your child is absent, ensure that they catch up with any uncompleted class work or homework.
- ❖ Respond to any communication on the non-completion of homework with Pastoral Care teacher and discuss this with your child.



Incomplete Homework Procedures

If pupils fail to complete homework a number of things could happen. This may include:

- ❖ Warning from class teacher and reissue – Demerit (S1-S3)
- ❖ Intervention from Faculty Head.
- ❖ Spending time at interval to catch-up on homework missed. (maximum time 10 minutes)
- ❖ Having a letter/text message sent home to parents from department.
- ❖ Pastoral Care Concern Alert submitted to PTPC and parental contact made.
- ❖ Spending time after school (with parent/carers permission) to catch up on homework missed – organised by SLT

