

HOMEWORK POLICY

Homework:

- Is a valuable part of schooling
- Allows for practising, extending and consolidating work done in class
- Provides training for students in planning and organising time
- Develops a range of skills in identifying and using information resources
- Establishes habits of study, concentration and self-discipline which will serve students for the rest of their lives
- Strengthens home-school links
- Reaffirms the role of parents as partners in education
- Provides parents with insights into what is being taught in the classroom and the progress of their children
- Challenges and extends more able children

Homework should develop pupils' habits of reviewing work undertaken in class.

Homework will be set on a regular basis in each subject in accordance with the homework timetable produced by the Deputy Head and the Senior Teacher in charge of logistics and administration.

Subject teachers will enhance the quality of homework by giving advice, where relevant, about homework and study skills in their subject.

Homework diaries are used to develop pupils' organisational skills and time management, and to improve home-School communication. As students move through the School is expected that homework demands will increase. Homework diaries are to be used throughout the school, including Sixth Form. It can be helpful sometimes if Homework diaries are signed by parents every week and checked and signed by the Form Tutor every week.

General Principles

Homework is most beneficial when:

- It reinforces and extends classwork and consolidates basic skills and knowledge
- It is challenging and purposeful, but not so demanding that it has adverse effects on the student's motivation

- Pupils take responsibility for their homework, supported by their parents
 - It is well coordinated and teacher expectations are well communicated
 - It is set on a regular basis and establishes a routine of home study
 - Teachers set suitable amounts of homework which are varied and at an appropriate level considering the age and capabilities of students. Homework will often have to be differentiated within the class.
- Approximate time allocation:
 Year 7-8: 20 -30 minutes per subject
 Year 9: 30-40 minutes per subject
 Years 10-11: 40 minutes per subject, may be more during extended assignments or the preparation for Teacher Assessed Assignments.
 AS/A level: as directed by the teacher
- It is marked promptly. It should normally be returned within one week
 - It should be marked accurately in accordance with the School's Assessment policy.
 - Feedback should be provided within the marking and verbally to the class when appropriate.

Policy Review: This policy is due for next review in September 2011.

Homework – further guidelines for teachers

Setting homework

Homework should be set regularly, in accordance with the current homework timetable (qv). It should always be written down carefully by the girls; in years 7-11 this should be done in the homework diary. Every step should be taken to avoid the homework being set informally after the bell has gone at the end of the lesson. It is perfectly acceptable practice to set homework at the beginning or in the middle of a lesson. If there are a good deal of intricate instructions, or if the homework is on a worksheet, a note should still be written in the homework diary, so that there is a summary record of the homework set.

A clear deadline should also be announced and put in the homework diary.

With most classes, a fixed pattern of when the homework is taken in and handed back should be established.

Late delivery of homework

Action taken for late homework will inevitably vary with the age and circumstances of the girl concerned. As a general rule, the most important thing is that the homework is done as soon as possible, and lunchtimes and the after school 20-minute detention are useful for this. With older girls some teachers get the girl herself to set a deadline by which she will complete the work. It is always important, however, for the girls to realise that late work means time lost (and therefore marks lost). To help inculcate the importance of punctual delivery of homework, it is therefore quite in order for younger girls to get a low grade for late homework, provided that it is clear to them that that is the reason for the low grade. It is also perfectly in order for older girls to be asked to stay back after school until late work is completed.

The main aim with the discipline for late work is for girl to break the habit of working beyond deadlines.

The persistent late delivery of homework should generally be discussed with the girl's Form Tutor. In some cases the girl may need to be put on Report.

Return of homework

All written homework should normally be returned to the girls within one week of its being handed in. It should be clearly marked in such a way that girls can learn from the comments and/or grades on it. In order for this to happen, it may be necessary to provide time in class for girls to read through comments and go over marked homework.

Supervised Homework

The School allows girls to stay in school for a session of supervised homework. This takes place from 3.30-4.30pm in a designated room.. Staff are asked to supervise this on a rota basis – generally three or four times a term – and to complete the register. The initials of those on duty are shown on the school calendar in the staff room. **Those supervising the homework need not be concerned with the work being done, merely that there is silence in the room and that all the girls there are involved in something productive. However it is often helpful to the girls themselves for the Staff on duty to behave in the same manner in which a responsible parent would, that is, making sure that the girl has all the materials she needs with her, and being prepared to help if she should become stuck on any topic. It is also in order to see if there are other pupils, for example VIth Formers,**

who could help should the topic concerned be unfamiliar to the member of Staff concerned.