

POLAM HALL SCHOOL

Homework Policy

The **purpose of setting homework** is to:

- provide opportunities for independent work so that pupils can develop the skills, confidence and motivation to study effectively by themselves
- help pupils to recognise the links between good study habits and higher standards of achievement
- check that all pupils have understood their classwork
- consolidate or extend work previously covered in school, by reinforcing skills and understanding
- enable work to be done that is less suited to a classroom lesson
- prepare for future lessons and extend existing lesson time
- manage particular demands e.g. GCSE coursework
- sustain the involvement of parents in the management of pupils' learning, and keep them informed about their child's work.

Homework Tasks include

- answering questions
- writing or drafting essays and reports
- investigation and research
- library work/interviews
- reading
- designing/drawing/modelling
- projects
- revision
- learning information e.g. vocabulary.

Time allocations (approximate):

Years 7-8: 20-25 minutes per subject per evening (maximum 90 minutes)

Year 9: 30-40 minutes per subject per evening (maximum 120 minutes)

Year 10-11: 45 minutes per subject per evening (maximum 150 minutes)

Year 12-13: will depend on individual programmes, but effective A level study requires a considerable amount of time to be devoted to extension work (directed or undirected) during private study at school, and at home; this is incompatible with more than 10-12 hours a week given to paid employment.

It is the **responsibility of each subject teacher**

- to set homework according to the designated homework timetable for each year group
- to ensure that the homework is a carefully considered extension to classwork (but not always just completing work begun in the lesson), and is of appropriate length and difficulty for all pupils, particularly those with special educational needs
- to give adequate advice on the completion of homework including time to be spent on it
- to ensure that pupils are given adequate opportunity to record homework in their diaries
- to mark and return the work promptly, in line with school and departmental assessment policies
- to offer appropriate feedback

- to take appropriate disciplinary action if the homework is not completed without good reason
- to communicate with parents via the homework diary if there are any concerns.

It is the responsibility of the Head of Department

- to draw up departmental policy/guidelines on setting homework, to include advice on variation of tasks
- to ensure that all staff know and understand the school's and department's policy on homework
- to monitor the setting of homework within the department
- to take appropriate action if homework is not set according to school policy
- to report to the Head or Deputy Head if that action fails to resolve the matter.

It is the responsibility of the form tutor

- to establish a homework timetable at the beginning of the school year
- to advise pupils on appropriate strategies for managing homework
- to co-ordinate the development of appropriate revision skills
- to monitor homework diaries on a regular basis
- to take appropriate action if it is perceived that homework is not being set according to the timetable by the teacher, or not being completed by the child
- to report to the Head or Deputy Head if that action fails to resolve the matter.

It is the responsibility of pupils

- to record homework accurately in diaries, and to show diaries to parents once a week
- to ensure that homework is given sufficient time and effort, and to note the time spent on it
- to ensure that the work is actually done at home
- to ensure that it is their own work
- to ensure that it is completed and handed in on time.

It is the responsibility of parents

- to uphold the school's homework policy, and reiterate to their children the value of homework (particularly as the child gets older)
- to provide suitable facilities and such organisational support as is necessary for the work to be done, or to inform school if such support is problematic
- to help to ensure that their children meet deadlines
- to provide appropriate help, encouragement and advice, but not to do it for them
- to monitor the provision and completion of homework via the homework diary, which will be signed weekly
- to communicate with the school if they have any concerns about homework.

The Governing Body recognises that there may be circumstances in which it is difficult to set homework (e.g. when the class teacher is unexpectedly absent), but in such circumstances every effort should be made to do so.

Signed

Chair

Head