

Ysgol Uwchradd Tywyn



Homework Policy

This policy was approved by the School Council and the Governing Body

School Council:

Signed: _____ Chairperson

Date: _____

Governing Body:

Signed: _____ Chair of Governors

Date: _____

Review Date: _____

Importance and Purpose of Homework

We, at Ysgol Uwchradd Tywyn, believe that homework is important because it:

- Strengthens positive attitudes towards the work and provides the opportunity to practise skills learnt in lessons;
- Encourages and develops skills and good practice such as/studying and working independently, self-discipline and perseverance;
- Strengthens, widens and extends the school curriculum, by adding substantially (over the school career) to study time;
- Offers access to resources which are not available in the school/classroom;
- Strengthens the relationship between school and home;
- Prepares pupils for the opportunities and life experiences by developing the awareness of responsibility and dedication to their own learning.

Good Practice

The best homework:

- has been planned carefully and with a purpose/definite aim/and in conjunction with the classwork;
- stretches all pupils by encouraging them to work independently, carrying out research, being creative, and progressive;
- makes the most of the environment and resources in the community;
- has a clear purpose and is interesting to the pupils;
- is differentiated in order to meet the needs of individual pupils;
- promotes co-operation of parents and maybe, other adults.

Good Practice: Checklist

Order

- ✓ Homework to be given at the end of the lesson.
- ✓ Homework to be recorded in the pupil's contact book.
- ✓ Make note of the homework on the white board in order to assist the SEN pupils.
- ✓ Ensure that everyone understands the homework.
- ✓ Homework to be recorded in the teacher's own record of the work.
- ✓ Homework to be set on the same day every week (if this is possible in the subject)
- ✓ Homework to be seen and signed by the parent/guardian.
- ✓ Homework to be handed in on the same day every week (when this is possible in the subject).
- ✓ Give positive comments when reporting back after the homework, and any corrections to be done according to the Whole School Marking Policy.
- ✓ Grade/mark the homework according to the department's assessment policy, in order to ensure consistency within the subject.
- ✓ Subject teacher to record homework handed in/not handed in.
- ✓ Pupils to be rewarded/praised for continual high standard of homework, by using the 'good work' stamp and Sims.
- ✓ Pupils to be rewarded/praised for continuous good effort shown in completing their homework.

Methodology

- ✓ Homework is an inclusive element of the learning process in the classroom.
- ✓ Homework tasks which take into consideration the different methods of learning of each pupil.
- ✓ Homework tasks which take into consideration the range of pupils' abilities.
- ✓ Homework tasks which take into consideration the variety of resources available to pupils.
- ✓ A variety of homework tasks.
- ✓ Homework tasks which are challenging.
- ✓ Homework tasks which are interesting.

Homework suitable for more able pupil/pupils.

- ✓ Homework tasks to be open-ended and encouraging imagination and creativity.
- ✓ Homework tasks based on research and encouraging questioning skills.
- ✓ Homework tasks containing researching skills
- ✓ Long term homework, based on projects.
- ✓ Homework tasks which encourage self-evaluation.
- ✓ Homework tasks which involve co-operation with friends, family and the wider community.
- ✓ Homework to be closely monitored by the subject teacher.

Nature of the Homework

The kind of homework set for each pupil will vary according to their age and the subject. The kind of homework a pupil in the school will receive, may contain:

1. Exercises

This type of homework will give the pupil the opportunity of taking in new knowledge or to revise and strengthen skills already learnt in a lesson. This includes:

- completing mathematical exercises
- language/grammar exercises
- reading
- writing essays and other creative tasks

2. Preparation Work

This type of homework will give the pupil the opportunity to gather background information/prepare for a future lesson. For example:

- reading background material
- research a specific subject
- read subject matter to prepare for classroom discussion
- collect newspaper articles
- collect equipment for practical assessment (e.g. ingredients for cooking/ costume or props for a performance)

3. Extended Assessments

This type of homework will encourage the pupils to follow a particular path, individually, and with imagination. For example:

- writing a review of a book
- make or design a piece of artwork
- complete scientific research exercises
- research local news
- find material on the web
- monitor advertising in newspapers
- gather information to create a project/folio work/coursework

Frequency of Homework

In accordance with the guidelines from the Welsh Government, we will ensure that no pupil will be given more homework than he/she is expected to be able to complete, such as:

Years 7 and 8:	45-75 minutes per day
Year 9:	60-90 minutes per day
Years 10 and 11:	90-120 minutes per day

In order to ensure this, departments are asked not to set homework for pupils in KS3 more often than once every three lessons.

It should also be noted that departments are not expected to give homework every three lessons. Preferably, it would be better to ensure that the homework is set with the intention of contributing to the learning and the progress of the pupil, rather than merely to 'set a homework'.

The Role of Staff

The **Senior Leadership Team** will provide support for developing homework programmes dealing with time and resources. The SLT will also take responsibility for notifying parents of the whole school policy by means of the school website and prospectus.

The **Pupil Progress Co-ordinator** will provide support through discussions regarding the importance of homework with individual pupils, with classes and with parents. Also, the PPC will monitor the use made of the contact book, with class tutors signing them weekly in order to ensure that they are used correctly and effectively.

The **SEN Support Team/Inclusion/Learning Coach** will support the school's Homework Policy and can help departments by:

- co-operating with departments regarding any aspect of homework preparation.
- co-operating with departments and individual teachers in developing differentiated homework resources. (ALN and MAT);
- Preparing advice and support for parents and pupils when requested;
- Run the Homework Club.

Every **Department/ Faculty** should include a statement of their Homework Policy in the Departmental Handbook, this being based on whole school principles and practices. Departments will also plan, prepare and implement realistic and accessible homework programmes. The Head of Department should ensure departmental consistency in every aspect of homework.

The **Head teacher** will ensure that the whole school policy will be firmly incorporated into the preparation of every department, by monitoring and reviewing this on a regular basis.

Subject teachers will plan, arrange, explain and assess homework regularly completed by pupils. It is vital that the timetable for the homework set, is realistic and that pupils are completely aware of the way homework is assessed or acknowledged. Every teacher must correct the use of homework diaries ensuring that the details of the homework are recorded, together with the date it has to be handed in, in the appropriate column. In addition to praising pupils who complete their homework on time, teachers should follow the whole school policy for pupils who do not complete their homework.

The Role of Parents/Guardians

Parents/Guardians are asked to appreciate the importance of homework and to understand the vital role they themselves have in ensuring that homework is completed on time, and to the best ability of their child.

Parents/Guardians are encouraged to offer practical help with homework by:

- Establishing a regime where homework has an acknowledged position in the home life and in the arrangements for the evenings;
- Regularly discuss homework with the young person and offer help and encouragement;
- Check and sign the homework diary every week;
- Prepare a suitable place for completing homework, a place that is free of any disturbances.

If parents feel that their children spend too much time doing homework, they should make a note of this in the contact book in order to inform the teacher, and to ensure that the child does not suffer any disadvantage. If there are any extenuating circumstances which prevent the child from completing the homework in time, there will be a note in the pupil's contact book so that the teachers will be able to arrange reasonable extra time.

The Role of the Pupils

The pupils will:

- Appreciate the value of homework and be aware of its role in improving the learning.
- Be encouraged to make use of their contact books in order to ensure effective priorities and to spread the workload as evenly as possible.
- Meet the expectations of staff by completing and presenting the work on time.
- Make use of the support available to them.
- Be aware of the obligations of failing to finish/return homework.

Support for Pupils

When the pupil is absent due to illness or family holiday, he/she will be expected to catch up with the work independently by copying up the work missed as a result of the absence.

In order to support pupils, Homework Clubs are held in school, for all pupils. These clubs are held every Thursday afternoon and are run by the support staff who are on hand to help by offering guidance and encouragement.

These clubs are held in the computer rooms, and so they offer equal opportunity for pupils to take advantage of the school's ICT facilities in order to complete any homework which requires the use of ICT skills.

During registration periods, in order to give pupils of all ages time to think about what they have to do, prioritise and take definite steps to carry out what is needed for themselves, the class tutor will be on hand to monitor and to offer help for those who are finding difficulties in managing their time.

The school library offers the use of a place to work in during Break and Lunch times as well as the opportunity of making use of ICT facilities and borrowing books.

Action Steps: Homework not completed

First effort:

The teacher should record the lack of homework in the pupil's contact book, sign it and name the subject. The date and time when 'Handing in homework for the second time' is given to the pupil (eg. Morning registration the following day/next lesson)
A record should be kept of failure to complete homework.

Second chance to hand in homework:

If the pupil does hand in homework on time/ 'second chance' date, there is no need to take further steps.

If the pupil does NOT hand in the work on time/'second chance' date, this should be:

- 1) recorded in the Sims Behaviour Management.
- 2) informed to the relevant Head of Department.
- 3) recorded in the letter 'Information regarding Incomplete Homework' and the letter sent to parent/guardian.

Pupils' Pattern of not completing homework:

It is the duty and responsibility of the Head teacher, Departmental Heads and Progress Co-ordinator to monitor and look out for patterns in the failure to complete homework. A meeting with the pupil/pupils who consistently fail to hand in homework should be arranged in order to get at the root of the problem and by working with the SEN Co-ordinator/Inclusion Officer/Learning Coach when appropriate. If relevant, the PPC can send a letter 'Considerable Concern' (Appendix 2) home.

It is important to realise and remember that there may be several reasons for not completing homework, for example:

1. Pupil has not entered the task in his/her homework diary.
2. Pupil has not taken the task seriously.
3. Pupil has forgotten to take the book/package/other resource home, in order to complete the task.
4. Problem/family emergency had arisen at home.
5. Pupil had a great deal of homework in several subjects in a short space of time and so had not been able to complete each one.
6. Pupil's lack of resources at home to enable him/her to complete the task.

If there is no improvement in relation to the pupil's homework, a meeting between the parents and the PPC should be arranged. (Appendix 3).

APPENDIX 1

YSGOL UWCHRADD TYWYN
Ffordd yr Orsaf/Station Road, Tywyn, Gwynedd, LL36 9EU
☎ 01654 710256
Pennaeth/Head Teacher: Mrs Helen Lewis



INFORMATION REGARDING LACK OF HOMEWORK

Dear Parent /Guardian

Pupil Name: _____ Class: _____ Date: _____

We regret informing you that your child has not:

- a) handed in the homework that was set for the whole class
- b) made sufficient effort to complete the work set

It is important that all the homework tasks are completed to a satisfactory standard and are handed in on time.

We would appreciate it if you could discuss the importance of completing homework with your child. I am sure that your child, with your co-operation and support, will realise that completing homework on time will be of great support in making good progress.

We kindly ask you to fill in the slip below and give it to your child to be returned to me as well as the homework. This will reassure me that you are aware of the present difficulties. You are welcome to add (on the attached slip) any comments as a result of the conversation with your child, should you wish to do so.

Yours faithfully

Teacher:

Department:

✂-----

Name of pupil: _____ Class: _____

I have discussed the importance of homework with my child and have ensured that he/she has completed the task, to be handed in to you with this slip.

Parent/Guardian Comments (optional):

Signature of Parent/Guardian: _____ Date: _____

APPENDIX 2

YSGOL UWCHRADD TYWYN

Ffordd yr Orsaf/Station Road, Tywyn, Gwynedd, LL36 9EU

☎ 01654 710256

Pennaeth/Head Teacher: Mrs Helen Lewis



PASTORAL CARE LETTER: Serious Concern

Dear Parent /Guardian,

Pupil Name: _____ Class: _____ Date: _____

The completion and handing in of homework is carefully monitored at Ysgol Uwchradd Tywyn, and this happens because it is widely recognised as a valuable method of strengthening the learning in the classroom.

Homework also allows the teacher to recognise any problems that affect the progress of our pupils, in order to help them to overcome these problems. It is important that all homework tasks are completed to a satisfactory standard and also on time.

I write to inform you that your son/daughter has not handed in homework in the following subjects:

We would appreciate it if you could discuss the importance of completing homework with your son/daughter. I am sure that your child, with your co-operation and support, will realise that completing homework on time will help them to improve and progress.

We would kindly ask you to complete the slip below, then give it to your child to be returned to me. This will then assure me that you are aware of the present difficulties and are ready to co-operate with us in order to ensure that the situation does improve. You are welcome to add any comments on matters arising from the conversation with your child, on the slip below, should you wish to do so. If the slip is not returned or if the situation does not improve, it is possible that we may ask you to attend a meeting to discuss the attitude of your son/daughter towards his/her homework.

Should you wish to discuss this further, you are welcome to contact me immediately on the above phone number.

Yours faithfully

Pupil Progress Co-Ordinator

✂-----

Name of pupil: _____ Class: _____

I have discussed the importance of homework with my child. I am assured that my child, by now, has completed the homework tasks and has handed them in to the relevant teacher.

Parent's comments (if desired):

Signature of Parent/Guardian: _____ Date: _____

APPENDIX 3

YSGOL UWCHRADD TYWYN

Ffordd yr Orsaf/Station Road, Tywyn, Gwynedd, LL36 9EU

☎ 01654 710256

Pennaeth/Head Teacher: Mrs Helen Lewis



Dear Parent /Guardian

Pupil Name: _____ Class: _____ Date: _____

As you know, completing and handing in homework is a matter of great importance to us, and we at Ysgol Uwchradd Tywyn, take this very seriously. We have already written to you to inform you of our concern regarding the lack of motivation and self-discipline shown by _____ as regards to homework.

Since there has been no improvement shown in this respect, I believe that it is important for us to meet to discuss the matter further. I therefore wish to invite you to a meeting at the school on _____ at _____.

If this time/date is NOT inconvenient to you, please contact me as soon as possible, so that a new appointment date can be arranged.

Yours faithfully

Deputy Head teacher