

King's Park Secondary School



Homework Policy

2014 - 2015

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Rationale

King's Park Secondary School places strong emphasis upon the importance of homework throughout all years within the school. We see homework as a vital part of the pupils' learning experience, enhancing attainment and ensuring that strong foundations are laid within early stages of the curriculum to aid progression and development into certificated courses and beyond.

It is important that we have consistency across the school to ensure that teachers and pupils are aware of what is expected of them regarding:

- The amount of homework given
- The frequency of homework given
- Guidance on promoting homework
- Monitoring of homework

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 the classroom.

It is on this basis that this policy should not be seen in isolation but as part of the learning and teaching in King's Park Secondary. This policy should contribute to raising attainment and the quality of the educational experience we provide to all involved with the school.

Purpose of Homework

Teachers should set homework to:

- Complement and reinforce knowledge and understanding
- Allow pupils the opportunity to develop skills taught in class
- Prepare pupils for rigour in their planning and personal organisation
- Encourage independent learning in our young people
- Reinforce positive attitudes to work
- Encourage self-organisation and self-discipline
- Develop home/school partnership
- Prepare pupils for life opportunities and experiences
- Raise attainment

Pupils should complete homework as it;

- Can prepare you for the next part of the course
- Is another way to help you to learn
- Makes sure that you understand the class work
- Helps you to develop good study skills
- Gives you the opportunity to try by yourself, the type of questions which are asked in examinations. This trains you in examination technique
- Reinforces and tests again your understanding of work which you have previously studied in the course.

Most importantly homework helps to instil key skills which will help you through your studies and later in life.

Organisation

Self-Discipline

Time Management

Presentation

Responsibility

Principles Underlying Homework Policy

- Pupils, parents/carers and the school all have responsibilities. Our shared approach must be consistent and positive.
- Homework must be issued to all year groups, in all subjects and to all pupils.
- Homework must be issued in appropriate quantities and completion dates must be both clear and reasonable.
- Homework must be carefully planned and be an integral part of course work.
- Homework must be differentiated to meet the needs of individual pupils.
- Homework activities must be meaningful, stimulating and purposeful.
- Feedback on homework must be constructive. Pupils must be given recognition for their effort and work well done.
- Feedback on homework is a crucial aspect of learning and can take many forms. It is not always appropriate for all homework tasks to be marked by the teacher but all homework will be assessed. Some homework may be peer assessed to enhance pupil understanding and encourage discussion.
- Parents/carers will be informed of non-completion of homework.

Types of Homework

Homework tasks must be set to reflect on-going class work across the curriculum. Below you will find some examples but these examples are not exhaustive:

Practice exercises

Providing pupils 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
- Practising new skills e.g. Physical Education, musical instruments
- Reading for pleasure
- Essay writing

Preparatory homework

Providing opportunities for pupils 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 pupils to pursue knowledge individually and imaginatively, including:

- Writing e.g. a book review
- Making or designing something e.g. a piece of 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

Departments, however, must have regard for equality issues when setting homework that relies upon the use of technology. Pupils who do not have access to such technology at home should not be disadvantaged. The school library is well equipped with computers which are linked to the internet and our pupils should be encouraged to utilise this resource.

School Library Opening Times

Monday:	8.30 – 9.50am	1pm – 1.30pm	4pm – 4.30pm
Wednesday:	8.30 – 9.50am	1pm – 1.30pm	3.15pm – 4.00pm
Friday:	8.30 – 9.50am	1pm – 1.30pm	3.15pm – 3.30pm

Guideline on Duration of Homework

The times given below provide general guidelines for staff, pupils and parents/carers. There will, of course, be variations in the time required for homework depending on the aptitudes of individual pupils and the level of courses attempted.

The amount of homework issued from departments should be related to the number of periods the pupil is timetabled for in that subject. For example, core subjects such as Maths and English will issue more homework in the Broad General Education than subjects such as Art, Food Technology and P.E. This flexibility reinforces the school's rationale.

- Pupils in S1 should expect to do about 45mins – 1.5hrs per day
- Pupils in S2 should expect to do about 45mins – 1.5hrs per day
- Pupils in S3 should expect to do 1-2hrs per day
- Pupils in S4 – 6 should expect to do 1.5-2.5hrs per day
- Senior pupils may exceed the times stated while doing home study and revision prior to exams.

In the approach to examinations senior pupils may be guided by their class teachers on revision based tasks rather than formal set homework tasks.

Any pupil who is finding that they have to devote more time to homework than given in the guidelines should discuss this initially with their class teacher and/or parent. If they continue to experience problems they should seek advice from their Pastoral Care Teacher.

The school will take responsibility for informing parents/carers and pupils of the whole school homework policy in King's Park Secondary School. The school will inform parents/carers of:

- The aims of the homework policy
- The use of the pupil planner
- How best they can support their child's study

The Role of Staff

Class Teachers must:

- Issue and monitor regularly, homework undertaken by pupils whilst ensuring that instructions are stated clearly.
- Ensure that homework issued is recorded by all pupils in the Pupils' Planner.
- Keep up to date records of assessment, homework issued, completed and not completed.
- Make mention of homework when reporting to parents/carers.

Departments must utilise a tracking/monitoring system which includes 'Homework' to ensure that the learning needs of all pupils are met. This type of system allows pupils to see the benefit of homework, track their own progress (strengths and areas for development) and ultimately give them responsibility for their own learning, both in class and at home.

Departments must provide a guide for parents/carers and pupils containing;

- Brief statements of departmental (level specific) homework
- Amount and frequency of homework
- Guidance for parents/carers on how they can support their child

Principal Teachers

The Principal Teacher/Faculty Head 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 issued and completed

Principal Teachers of Pastoral Care must ensure that a programme of Study Skills is developed within PSE

In PSE pupils learn about 'School Values' and Homework is a key feature. PSE staff will discuss with pupils the merits of homework.

Senior Leadership Team

The SLT must ensure that the development of homework programmes in departments is monitored and evaluated over a session.

The Role of Parents/Carers

Parents/Carers are asked to sign the pupil planner weekly to show they are monitoring pupils completing homework. S1- S3 pupil planners will be monitored during registration by S6 Registration Assistants. S4-S6 pupil planners will be monitored during PSE lessons. If a pupil is not carrying their pupil planner or having it signed regularly this will be referred to Pastoral Care.

Parents, carers and families can make a positive difference to their child's learning. Your support can play a vital role at all stages of your child's education. Departments are creating helps sheets specifically for parents/carers and pupils which will be available on the school website. <http://www.kingspark-sec.glasgow.sch.uk>

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
- Encourage any reading
- Encourage your child to take part in activities e.g. hobbies, clubs which will provide opportunities to develop a range of skills

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/sign your child's pupil planner on a regular basis?

Provide guidance:

- Praise your child if they are working hard at something or has achieved something within or out of school
- Understand and respect your child's style of learning
- Do they work better alone or with someone else? Do they learn best when they can see things, hear them, or handle them?
- Help your child to get organised. They will need a bag for books and and may even need a calendar.
- 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? Do they understand them?

Talk with someone at school when problems come up:

- Work together with the school by taking part in discussions about your child's learning and progress e.g. at parents meetings, reviews
- Contact your child's Pastoral Care Principal Teacher if you need help supporting your child with homework.

More information can be found at: www.educationscotland.gov.uk/parentzone

The Role of Pupils

At every stage, pupils must:

- be encouraged to recognise the value of homework, and made fully aware of its capacity to improve learning.
- Be encouraged to use pupil planners to ensure that their workload is as evenly spread as possible
- Be responsible for completion of homework to the best of their ability and on time.
- Be encouraged to seek appropriate support to ensure that they are able to complete tasks set for homework.
- Be made aware of the consequences of non-completion and/or non-return of homework.
- Record all homework tasks in their pupil planner.
- Ask their parent/carer to check their homework has been completed and sign their pupil planner.

Promoting Homework

King's Park Secondary School commits to the value of home learning. This policy is centred on fostering a positive attitude for all towards homework. Staff, parents/carers and pupils all have a responsibility to facilitate this positive ethos. The areas below are examples of positive approaches that may be used:

Supported Study

The school operates a supported study scheme that complements the homework policy.

Good Practice: Homework checklist routine

- Homework is recorded in pupil planner
- Homework is recorded in teacher record of work
- Homework is seen and signed by parent/carer
- Homework contains appropriate feedback
- Class teacher will follow school policy on non-return of homework
- Pupils are recognised for consistent high standard of homework
- Pupils are recognised for consistent return of homework
- Pupils are recognised for consistent high level of effort shown in homework

Methodology

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

*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.

Failure to Complete Homework

Any system to ensure the completion of homework must ultimately involve working in partnership with parents/carers and the pupils involved. The following system must be used to ensure a consistency of approach across all departments.

1. Teaching staff must issue a verbal warning to the pupil when homework is not completed on the first occasion. A record of action must be kept in their own documentation. The pupil will be expected to return the homework the following day as instructed by the class teacher. The class teacher will provide support as appropriate.
2. The above procedure must be repeated if a pupil fails to return the homework exercise on a second occasion.
3. Failure to complete homework for a third time will result in the class teacher issuing an official warning using the school database. This alerts the office to generate a Homework Text to be sent out to the parent/carer. The class teacher must alert their Principal Teacher prior to this stage.
4. If the matter is not resolved or a pupil consistently fails to return/complete homework the Pastoral Care Principal Teachers may seek a parental appointment to discuss concerns.

It is not the Glasgow City Council Policy or School Policy to issue discipline exercises for non-completion of Homework. Pupils will not be de-merited for failure to complete homework.

Monitoring and Evaluation

A continuous process of monitoring the effectiveness of the Homework Policy must be carried out by all teaching staff, Principal Teachers, Pastoral Care Principal Teachers and the Senior Leadership Team. A whole school evaluation of the effectiveness of the policy will be carried out regularly. Where further good practice is identified, this will be shared across the school and shared with pupils, parents and carers.