

HOMEWORK POLICY Language & Communication Faculty (based on BHS Homework Policy) 2016-17

Purpose

- To support the implementation of whole school homework policy.
- To ensure consistency of pupil experience.
- To strengthen home/school links
- To promote home involvement and support
- To reinforce, extend and consolidate what is learned in school
- To teach young people how to organise their time
- To prepare for future learning and assessment
- To raise the achievement and attainment of every student
- To encourage young people to take responsibility for their own learning and study skills
- To encourage young people to develop personal responsibility for lifelong learning

Homework is essential to our students becoming:

- Successful learners
- Confident individuals
- Responsible citizens
- Effective contributors
- Skilled at managing time, planning and organising,
- Responsible for their own learning.

Nature of Homework

- Homework should be issued in appropriate quantities and completion dates should be clear and reasonable.
- Homework should be a carefully planned and an integral part of coursework. It should not be seen as an “add-on” or dispensable extra.
- Homework should match the needs and abilities of young people.
- Homework should be challenging.
- Homework should involve all members of each year group.
- Homework should not be restricted to certain subject areas. It should reflect the breadth and depth of the curriculum.
- Homework should be valued by all concerned.
- Homework should develop different skills and involve a range of activities.
- Homework should allow pupils to exercise initiative and creativity.
- Homework should promote self-confidence and understanding.
- Homework should be a focus for parents/carers to share in the learning.

At Brechin High School we believe that homework tasks should not prevent students taking part in other afterschool activities.

Responsibilities

Teacher's Responsibility

- to set homework which is challenging but achievable
- to ensure that the task is clearly understood by the student
- to ensure the learning is appropriate to the needs of the student
- to ensure that learning activities are meaningful
- to assess homework and return with effective feedback before next homework issued
- to remind students to record homework in their homework diaries/phones, etc

Student's Responsibility

- to manage time in such a way that tasks are completed by the agreed date
- to take responsibility for handing in the completed work on the agreed date
- to tackle tasks with a positive attitude
- to take pride in presentation and content as a high standard is expected
- to ensure that any books and equipment necessary for the task are not left in school
- to take responsibility for recording homework tasks

Parents'/Carers' Responsibility

- to provide encouragement and support to a young person when they require it
- to support a young person but not do their homework for them
- to check that the quality and presentation of the homework is acceptable
- to give praise when homework is satisfactory
- to contact the school with any concerns at the earliest opportunity
- to sign reading record (for English) and comment if appropriate for students in S1 –S3

Form Tutor's Responsibility

- Support students in organizing their time so that deadlines are made.
- Allow students to complete homework during form time if appropriate

Principal Teacher's Responsibility

- to ensure the whole school homework policy is embedded firmly in their faculty
- to regularly monitor and review homework issued by class teachers
- to ensure teachers keep up-to-date records of assessment and homework completed

Senior Management Team's Responsibility

- SMT must ensure, in co-operation with Guidance Staff, that a program of study skills is developed: within PSE, across the curriculum and through Supported Study.
- SMT will take responsibility for informing parents/carers of the school homework policy at Brechin High.
- SMT will inform parents/carers of:
 1. the aims of the homework policy
 2. the use of the school planner
 3. how best they can support a young person's study.

Homework Policy Operational and Procedural Advice

1. Teachers will follow the school and departmental framework when issuing homework, providing structured and stimulating homework tasks which will consolidate and extend the skills pupils are taught at school.
2. Homework will be matched to the ability and experience of the pupil, realistic targets being set with the highest attainable standards expected.

3. Frequency and Length of Homework:

S1 –S3: 1 hour minimum per subject each fortnight.

Senior Certificate classes: 2 hours minimum each week per subject each week.

4. Any system which ensures the completion of homework must ultimately involve working in partnership with parents/carers and the students involved.
Rationale – to ensure learning is not lost through non-completion of homework, the procedure for dealing with the non – completion must be quick and immediate.

Action for a homework deadline being missed for the **first** time:

Pupils will receive an immediate detention.

If homework should have been handed in period 1 or 2 detention is at break or lunch time.

If homework should have been handed in period 3 or 4 detention is 15 minutes at lunch.

If homework should have been handed in period 5 or 6 detention is at break the following day.

The homework which has not been handed in is due the next time the student attends that subject. It is at the discretion of the class teacher whether the homework is started during detention.

In addition to the detention parent/carer will receive a text message from the class teacher advising them of the pupil's detention and failure to submit homework (Appendix A).

Principal Teacher Pupil Care and Support informed of missed homework via a Seemis referral and e-mail.

Principal Teacher Faculty informed immediately if student does not attend detention or the homework that the detention was given for is not completed.

Action for **second** missed homework:

PT PCS informed **via** Seemis referral and e-mail – Follow up visit to form class to support the form tutor and class teacher in getting the homework done. PT PCS informs PT Raising Achievement that student has been given an evening detention. Log the detention on the intervention data base.

Action for **third** missed homework:

Class Teacher - informs PT Faculty and PT PCS

PT Faculty - phone call home to inform of an evening detention. Informs PT Raising Attainment that the student has been given an evening detention.

Processes that can lead to an evening detention:

- Student does not hand in second homework.
- Third missed homework and another evening detention will need to be completed.

- Failure to attend a first detention or failure to submit the homework that the detention was given for. (Appendix B)

Principal Teacher Role

PT faculty Text or phone call to inform parents/carers of an evening detention after third missed homework. Informs PT raising attainment that student has been given an evening detention and phone call has been made.

Failure to complete the next homework after an Evening Detention:

PCS or SMT to organize a parental meeting.

Agreed Departmental Procedures

Modern Languages BGE

- A bank of differentiated homework exercises linked to BGE plans to be used and issued fortnightly
- Weekly vocabulary related to topic to be issued if appropriate
- The above may be replaced with finishing off class tasks, revision, preparation for oral activities, etc. as and when appropriate
- Feedback will be written or oral and provided by teacher or peers

Modern Languages Senior Phase

- Weekly reading and learning homework will be issued related to current classwork
- Homework will take account of skill development

English BGE

- Weekly differentiated reading will be assigned and parental/carer signature required on completion
- A bank of differentiated research tasks linked to BGE plans to be issued termly
- The above may be replaced with finishing off class tasks, revision, preparation for oral activities, etc. as and when appropriate
- Feedback will be written or oral and provided by teacher or peers
- English teachers should check for parental signature each week with regard to reading homework.

English Senior phase

- This will involve close reading or extended writing.
- Teachers can make use of generic close reading questions.

Monitoring

1. This policy will be monitored by the principal teacher.
2. Classroom teachers should ensure departmental homework is being issued regularly and is appropriate. The Principal Teacher should ensure classroom teachers adhere to the policy through regular quality assurance procedures. The findings of the monitoring should be gathered every term and feedback given to SMT.

Evaluation Arrangements

Verbal and written feedback of the results of the monitoring will be given to Faculty. Evaluation comments will lead to adaptations to policy annually.

Appendix A

Text to be sent for first homework not completed

This is to inform you that ----- has not handed in homework and has been given a break/15minute lunch detention.

Text to be sent for second homework not completed

This is to inform you that ----- has not handed in homework for a second occasion and has been given a 15minute lunch/after school detention.

