

SIR GRAHAM BALFOUR



SCHOOL

HOMEWORK POLICY

*learning
working
together
succeeding*

SIR GRAHAM BALFOUR POLICIES AND PROCEDURES

CHANGE CONTROL

Date	Issue	Details of change
<i>March 2004</i>	<i>1.0</i>	<i>Initial Document</i>
<i>April 2006</i>	<i>1.a</i>	<i>Amendments</i>
<i>16/05/06</i>	<i>2.0</i>	<i>Issue etc updated following Governor approval.</i>
<i>May 2007</i>	<i>2.a</i>	<i>Amended following review May 2007</i>
<i>May 2007</i>	<i>3.0</i>	<i>Issue etc updated following Governor approval.</i>

AUTHORISATION

Approved at Full Governors Meeting on 21st May 2007

Signed:

Chair of Governors

Date:

Effective Date: 22nd May 2007

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INTRODUCTION

Sir Graham Balfour School supports the view that homework makes a valuable contribution to the education and development of children.

Aim

The purpose of homework is to:-

- Provide opportunities for students to work independently and to take responsibility for organising their work.
- Help students recognise the link between good study habits and higher standards of achievement.
- Check that students have understood class work.
- Consolidate or extend work covered in school.
- Prepare for future lessons.
- Give time for more extensive coverage of the curriculum, through integrated planning of class work and homework.
- Make more effective use of lessons by focusing on those activities, which require more direct teaching, with other tasks, not dependent on the teacher, being set for homework.
- Improve students' attitudes to learning.
- Improve students' organisational and study skills.
- Raise the standard of achievement.
- Help parents understand what their children are learning in school and to encourage them to participate in that learning.

Key Elements

Each curriculum area is responsible for developing and implementing a departmental homework policy and practice.

The Policy should:

- State the purpose of homework.
- Give clear guidance on procedures for setting, marking and returning homework.

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- Identify the frequency and the amount of time students will spend on homework.
- Identify progression and quantity of homework.
- Contain suggestions in the type of tasks that should be set.
- Identify who will monitor and evaluate the implementation of the policy.
- Identify the procedure for monitoring that student's complete homework, and what to do if homework is not completed.
- Identify how students and their parents will be informed of departmental procedure concerning homework.

Setting and Marking Homework

Teachers should:

- Plan homework as an integral part of the curriculum.
- Set tasks that can be completed within the allocated time and that are as far as possible matched to the abilities of students.
- Set homework tasks that are varied in type encouraging students to use the VLE, Learning Resource Centre, libraries, parents etc.
- Position the setting of homework so that it is set within the context of the topic being studied.
- Ensure that extended homeworks/coursework (usually in Y10 and Y11) are monitored weekly.
- Set homework with an increased emphasis on research and independent study as students move from Y7 to Y11.
- Make sure that students understand what the homework is and that they copy it down correctly in their diaries, usually at the beginning of the lesson.
- Give a reasonable time for its completion.
- Ensure that work is marked in accordance with the school and departmental policy.
- Provide feedback to students on their progress.

Informing Students and Parents

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On completion of the school timetable, person doing timetable will provide a homework timetable. This information will be given in an appropriate format by Heads of House for students to transfer into their homework diaries. Parents will receive a copy of the homework timetable and a copy of the **‘How you can help your child with homework’** sheet.

New Year 7 students and their parents will receive additional information about homework in the Y7 Information booklet (purpose of homework, how parents may help, use of the school diary, type, volume and frequency of homework and the name of a school contact if there are problems with homework).

Homework Timetable

In Y7 and Y8 homework is expected to last a minimum of 30 minutes for each subject. In Y9 45 minutes are set and in Y10 and Y11 every subject sets homework lasting up to the equivalent of two hours a week English and Science set homework twice a week. Mathematics homework in all years is usually set once a week lasting 60 minutes (Y7 and Y8), 90 minutes (Y9) and 2 hours (Y10 and Y11).

Monitoring and Evaluation

- All students will have a homework diary, which will be monitored weekly by both House Tutor and Parents.
- Heads of Departments/Heads of Faculty will monitor homework through regular ‘book review’ and discussions of work set at Faculty Meetings.
- Leadership Group will monitor the homework of selected students on a regular basis.