

Perth Academy Homework Policy

Policy Statement

Perth Academy seeks to encourage all students to achieve their full potential. Regular homework is a vital part of this strategy. This promotes a mature attitude to work, increases chances of exam success and encourages the development of skills which will be of use in later life.

Homework is considered a vital part of the learning process. It is an integral part of the total learning experience; enhancing learning, improving attainment, developing organisational skills, promoting independent learning and developing the good study habits that are essential for examination success. **All departments and subjects** are therefore expected to set appropriate homework tasks for pupils at all stages

This policy outlines the roles and expectations of staff, pupils and parents necessary to ensure the benefits from homework are maximised.

Context

This policy should be viewed as part of the overall Perth Academy Learning and Teaching policy. Raising attainment initiatives such as supported study, coaching and target setting complement this policy.

Scope

This policy applies to all pupils, outlines the practice expected of all staff and incorporates the role of parents.

Aims

To consolidate and enhance learning and teaching and to raise attainment.

Objectives

To provide guidelines for department homework policies.
To provide opportunities to practice and develop appropriate skills.
To actively involve parents as partners.

Detailed Statement

Purposes of Homework

The purposes of a quality homework programme are:-

- to practice and consolidate work done in class
- to prepare for future class work or assessment
- to provide opportunities for individualised learning, effort and initiative
- to assess pupils' progress and mastery of work
- to train pupils in planning and organising time
- to develop good study habits and to encourage responsibility for learning
- to provide information for parents
- to provide opportunities for parental co-operation and support
- to create channels for home/school dialogue
- to develop skills in using libraries and other learning resources.

In addition, homework can also provide:

Teachers with evidence for the evaluation of learning and teaching

Parents with an insight into their child's learning opportunities

Pupils with opportunities to develop their interest in a subject

Principles of Good Practice

1. All staff should set an expectation that regular homework will be completed to deadline and to a high standard.
2. Homework should be purposeful, well planned and be a natural extension of ongoing class work. It should help develop self confidence and understanding.
3. Homework time **should not** routinely be used for finishing off class work as this both penalises pupils who genuinely need to work at a slow pace and means that pupils who work quickly may not have homework to do. When a pupil fails to complete class work through lack of application completing it at home should be seen as **additional** homework.
4. Homework should be set for **all** pupils.
5. Homework must be appropriate for the pupil. Differentiation can be achieved in a number of ways, for example:
 - (a) by providing separate tasks
 - (b) by providing a series of graded tasks appropriate to ability
 - (c) by providing a varying level of support and more detailed instructions for a particular task
 - (d) by varying the amount expected
6. It is important to ensure that all pupils have adequate time to take a note of homework and when it is due (written on the day it is due) in their planners. Clear instructions should be provided by the teacher.
7. A record of all homework tasks set must be kept. Formal recognition of homework achievements should be made through the praise and reward scheme and through the reporting system.
8. Formal homework should be marked and returned promptly.
9. Homework marked by the teacher could constructively identify strengths and areas for development.
10. In the case of the non-return of homework, the procedures detailed below should be followed. ***On no account, should punishment exercises, detention or removal from class be used where a pupil has not completed their homework.***
11. Failure to complete homework should not prohibit a pupil from taking part in the lesson.

Quality, Quantity and Duration of Homework

In terms of quality, the key factors are that homework be appropriate, enjoyable and enhance the learning opportunity. It is difficult to be prescriptive on the amount of homework any year group should have to undertake in a week. As a rough guide departments should use the following:

- S1/2 7 hours per week – on average 15 minutes per period taught.
For subjects with 4 periods – 1 hour per week, 3 periods – 45 minutes per week, 2 periods – 30 minutes per week, 1 period per week – 15 minutes per week.
- S3/4 8 hours per week – on average 1 hour per Standard Grade course per week which should give a maximum of 8 hours per week.
- S5/6 2-3 hours per week for each course, which would give a maximum of 15 hours.

In addition, pupils will be encouraged to take part in study support opportunities offered by teachers and departments such as after school study support, master classes and study support during the holidays. These short bursts of study can boost learning and confidence especially prior to SQA examinations.

Response to non-completion of homework

Teachers are asked to strike a balance between time used pursuing work not handed in and the consequent time lost for teaching other pupils.

Action by Class Teachers

On the first non-completion of homework, teachers should discuss the issue with the pupil, reinforcing the key purposes of homework. This should be logged on SEEMIS (Merits/Demerits). (Until this has been set up, however, individual teachers should keep a record in their planners. Teachers should inform parents of their child's non-completion of homework by placing a note in the Student Planner. Parent/carer is then requested to sign and/or comment to indicate awareness of the issue.

S5/S6 pupils should be reminded that there is a greater onus on them to complete the work of the class as they have chosen to return to school. The completion of homework should be part of their school contract and failure to complete work set may affect any Educational Maintenance Allowance or their place on the course.

Further Non-Completion of Homework

The class teacher should complete form HW1 and hand it in to the office. Office staff will print off letter HW1 for signing by PT. The letter will be placed in the PT's pigeon hole by office staff.

Persistent Non-Completion of Homework

The class teacher should complete form HW2 and hand it in to the office. They should inform their Principal Teacher, who will interview the pupil. Office staff will print off letter HW2 for signing by PT.

Continued Non-Completion of Homework

The class teacher should complete form HW3 and forward it to their Principal Teacher, who will request the issue of Letter HW3 by the Head of House. (Atholl – Mrs Dow; Birnam – Miss Mackintosh; Clunie – Mr Stewart.) The Head of House will invite parents into the school for interview.

Actions by Principal Teacher

Sign and issue Letter HW1 on request.

Sign and issue Letter HW2 on request and interview the pupil.

Request the issue of Letter HW3 by Head of House.

Actions by Head of House

Interview parents/carers after the issue of Letter HW3.

Heads of House will monitor homework progress at the weekly house meetings through the use of HW forms and the issuing of letters. If a pattern of non-completion of homework occurs across a number of departments, House staff will contact parents to discuss the matter further. The aim of the meeting will be to emphasise the role and responsibility of all concerned and the consequences of failure to do homework on the pupil's progress and likely level of attainment.

In extreme cases, where there is no co-operation, and homework continues to be a problem, the subject may cease to issue homework for the individual concerned. This

should be communicated to the Head of House using Form HW4. If this happens, homework will be withdrawn completely in that subject. Parents will be informed of this by the Depute Head Teacher using HW letter 4. This should be passed to office staff who will print the letter and pass it to the relevant DHT for signing.

Action by Head Teacher/Depute Head Teacher

In extreme cases, the Head Teacher or Depute Head Teacher may issue letter 4.

Actions by Administrative staff

To print off letters on the receipt of HW forms and to place these for signing in the appropriate pigeon hole/tray.

To return all HW forms to the appropriate Head of House for monitoring purposes.

Information to Parents

Parents will be alerted to this policy via the school website and in the next newsletter. An information leaflet is available.

Audit/Review

Principal Teachers will ensure that each subject has a homework policy in line with the school policy and will monitor, evaluate and support its practice.
House teams will monitor patterns through referrals , letters sent and at weekly house meetings.

Resources

Annual supply of diaries for all pupils.
Study Support.

Next Review

This revised policy will be reviewed in June 2011. Some suggestions for amendments have already come forward and they will be considered at the review stage.

Appendices

1. Summary of Actions
2. HW Form 1 and Letter 1
3. HW Form 2 and Letter 2
4. HW Form 3 and Letter 3
5. HW Form 4 and Letter 4

Appendix 1

Non-completion of Homework – Staff Responsibilities

	Class Teacher	PT	HOH
<i>Non Completion</i>	Logs on SEEMIS (merits) Or records in planner Makes note in pupil's planner		
<i>Further non-completion</i>	Makes referral on Form HW1	Signs letter HW1	
<i>Persistent</i>	Makes referral on Form HW2	Interviews pupil and signs letter HW2	
<i>Continued</i>	Makes referral on Form HW3	Requests letter HW3	Signs letter HW3 and requests parent interview
<i>No improvement</i>	Class teacher makes referral on Form HW4	Requests intervention by DHT. Remove from subject HW register if appropriate. DHT issues letter 4.	

**HW forms should be given by office staff to the Heads of House.
Copies of letters should be filed in PPRs.**

FORM HW1

FOR THE ATTENTION OF OFFICE STAFF

Pupil : _____ Class: _____

has failed to complete homework in the _____ department.

Please print letter HW1 and pass to my P.T. for signing.

Thank you.

Teacher : _____

Date : _____

FOR OFFICE USE

Letter passed to P.T. _____

Copy for PPR _____

Appendix 2

Homework Letter 1

It is part of our school policy to work closely with parents in ensuring that pupils gain maximum benefit from their education here. One way in which we do this is to communicate at an early stage if problems arise in completion of homework.

Unfortunately, {pupil forename} has failed to complete the required homework in the (???) Department. I am writing to you to ask for your support in ensuring that homework is completed and that this does not occur again.

The homework requirements are outlined in the Homework information booklet for parents that is issued at the start of the session. Homework is important because it encourages private study as well as reinforcing course work and highlighting any potential weaknesses that can then be dealt with.

Should there be difficulties in completing the required homework, then all pupils know that their class teacher will offer help at any time. In addition there are many after school study support opportunities.

Please complete the attached slip and return to { (Name of PT) }, Principal Teacher . Should you wish to discuss this matter further then please do not hesitate to contact me at the school.

Yours sincerely

Principal Teacher <PAGE2>

RETURN TO (Principal Teacher's Name)
DEPARTMENT

Pupil's Name Class

Teacher's Name

I acknowledge receipt of your letter regarding the non-completion of homework.

Signature of Parent/Guardian Date

* Delete as appropriate

Parental comment if desired:-

Appendix 3

FORM HW2

FOR THE ATTENTION OF OFFICE STAFF

Pupil : _____ Class : _____ has failed to complete

homework in the _____ department.

Please print letter HW2 and pass to my P.T. for signing.

Teacher : _____

Date : _____

FOR OFFICE USE

Letter passed to P.T. _____

Copy for PPR _____

Homework Letter 2

I would like to remind you of a letter sent to you regarding {pupil forename}'s homework for the {?} Department.

Unfortunately, the situation has not improved since then and homework is still not being completed.

I would like to ask for your support in ensuring that homework is completed and that this does not occur again.

Should there be any difficulties in completing the required homework, then all pupils know that their class teacher will offer help at any time. In addition there are many after school study support opportunities.

Please complete the attached slip and return to (Principal Teacher's Name), Principal Teacher. If you feel that you would like to make any further comment, please use the space provided. Should you wish to discuss this matter further, then please do not hesitate to contact me at the school.

Yours sincerely

{ (Principal Teacher's Name) }
Principal Teacher

RETURN TO (Principal Teacher's Name)

Pupil's Name Class

Teacher's Name

I acknowledge receipt of your letter regarding the persistent non-completion of homework.

Signature of Parent / Guardian Date

Parental comment if desired:-

Appendix 4

FORM HW3

FOR THE ATTENTION OF PT AND OFFICE STAFF

Pupil _____

Class _____

This pupil has already been issued with homework letters 1 and 2.

Signed _____ Class Teacher

Please print letter HW3 and pass to the Head of House for signing.

Signed _____ P.T.

Department : _____

Date : _____

FOR OFFICE USE

Letter passed to head of House _____

Copy for PPR _____

Homework Letter 3

The Principal Teacher of {(Department)} informs me that despite our previous communications, {pupil forename} has continued to fail to complete homework exercises.

{Pupil forename} will continue to be issued with the same homework as the rest of the class.

Non-completion of homework, a valuable integral part of the course of study, will inevitably be reflected in {Pupil forename}'s attainment.

I must therefore invite you into school to discuss this matter further. I will contact you shortly to arrange a mutually convenient time to meet.

Yours sincerely

Head of House

FORM HW4

FOR THE ATTENTION OF HOUSE DHT

Pupil _____

Class _____

Despite previous letters and contact with home, no homework is being returned.

Please issue letter HW4.

Signed _____ Class Teacher

Signed _____ PT

Dept _____

Date: _____

FOR THE ATTENTION OF OFFICE STAFF

Please print letter HW4 and pass to the House DHT for signing.

FOR OFFICE USE

Letter passed to D.H.T. _____

Copy for PPR _____

Appendix 5

Homework Letter 4

It has been brought to my attention that (pupil forename) has not completed homework in (department) despite our previous correspondence.

As a result of this, (pupil forename) will no longer be issued with homework by the department.

If you would like to discuss this further, please contact me.

Yours sincerely

Depute Head Teacher

