



## **Section 1 Reasons for Homework**

- Some tasks (extended reading and writing, practising examples, memory learning, revising etc) are best done at home.
- It teaches students how to organise themselves and disciplines them to develop and maintain a regular work schedule, in an independent manner.
- It helps students learn and practise skills taught in class.
- It allows students to self assess and discover whether they have understood a topic.
- It involves parents with their children's education

## **Section 2 The Basic Structure**

- Each student is given their own school diary planner, in which to record their timetable and the homework received in each subject. These diaries are checked regularly during Form time. Subject teachers often use the diary planner to write comments in. Parents of Years 7, 8 and 9 students are asked to check and sign the diary on a weekly basis. Students should receive homework every night as set out in the homework timetable (however to ensure collection and quality marking by teachers some subjects may set double tasks fortnightly), with the following guidelines:

Year 7	20 minutes per subject	(40 mins for English and Maths)
Year 8	30 minutes per subject	(1 hour for English and Maths)
Year 9	30 minutes per subject	(1 hour for English and Maths)
Year 10 & 11	1 hour per subject	
Year 12 & 13	4 hours per subject	

It should be noted that some students may need longer or perhaps less time to complete a particular task.

- Homework is not normally to be completed for the next day to allow students to choose and plan when to do a piece of work; homework is not normally set to be completed in school holidays.
- Parents should use the diary planner to note a minor problem. If there is a more serious problem parents should first of all contact the Form Tutor or the Head of Year.
- If homework is not completed properly or is not handed in, the subject teacher will deal with the problem. If trouble persists the Head of Department will become involved and the Form Tutor and Head of Year also informed. We believe that prevention is better than cure – careful monitoring of the homework recorded in the diary by parents is an important aid, both to the students and the school.
- A staffed homework club is provided at lunchtime for students in Y7-9 and runs twice per week – this can be used by students voluntarily as a quiet space to work; if they need support or if they are trying to manage their time after school effectively. In addition staff can refer students to this club if they fail to hand in homework by the deadline date.
- Each year there is a period of formal examinations. To enable students to prepare properly for these we do not set homework during the two weeks prior to the exams. It is important

though that students use this time to revise and parents can help with the organisation of this period.

- Absence from school is always undesirable. We ask that as far as possible holidays and visits are not undertaken in term time. Students who are absent will need to catch up missing work in addition to the normal homework load. When an absence is known in advance, students should approach subject teachers to gather work which will be missed.

### **Section 3      General Guidelines to parents for supporting homework**

- Ensure that your child is doing homework in a quiet place away from distractions. Some need absolute quiet, others prefer background music. All children need a space where they can lay out their books and equipment. Accessing the local library where possible is a good source of reference material and encourages wider reading, as does accessing the internet.
- Getting started is often one of the most difficult aspects of homework and some children need more encouragement than others to establish good work habits. We hope that the diaries will help in providing a written record of the tasks set and the deadlines for handing them in but the responsibility is still on the individual to plan homework around hobbies and interests. The amount of support needed should diminish as good habits are formed.
- It is difficult as parents to know how much actual help to give with homework, however a starting point would be to check the entries in the diary planner against the work in the exercise books, and you are encouraged to make your own comments in the diary planner where necessary.
- In tasks such as learning vocabulary and memorising information, the assistance of someone to test the learner is most welcome and there could be other homeworks where your child would like to discuss issues and topics with someone before completing the task.
- Encourage your child to get into routine of checking the next day's timetable and packing all the required books, homework, and equipment and PE kit the night before.
- We want your child to become an independent learner but not at the expense of his/her happiness and well being. So please give your child as much support as you feel is needed and do let us know if there is a problem.
- We appreciate that some students have very busy lives and therefore wish to do their homework during the school day so that they can have time for extracurricular activities. We are very relaxed about this.
- Some students work very quickly and sometimes have completed homework tasks and if they and/or their parents feel they are not developing their learning as well as they could, we do encourage them to use reading lists to extend learning and understanding.
- At recent discussions with students (January 2014), via the student questionnaire and school council, some students feel there is an issue that there is too much homework and that it comes in unwieldy blocks. We have re-introduced a homework timetable for students in Years 7, 8 and 9 to try to make sure homework is spread out evenly.