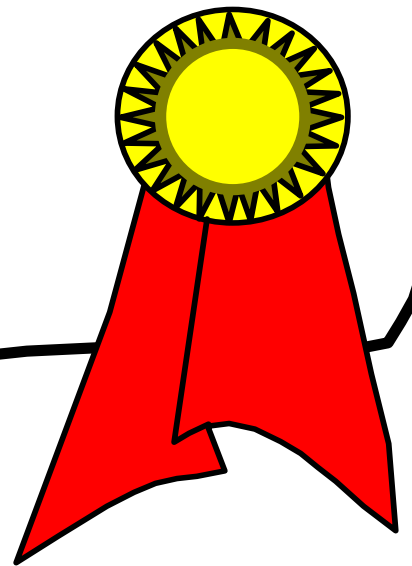




DINGWALL ACADEMY
HOMEWORK POLICY



HOMEWORK POLICY

RATIONALE

Homework is an integral part of the life of the school. It plays a large part in the life of the pupil and is a means of communication and continuity between school and parent.

Homework is set for the following reasons

- to consolidate and extend learning
- to complete unfinished work
- to catch up after absence
- to relate school work to life at home
- to teach pupils the self –discipline of learning
- to develop sound patterns and skills of work and study
- to revise, especially before tests and exams

It offers parents opportunities to contribute to their child’s education, and thereby gain insights into the curriculum which will enable them to be aware of their child’s attainment.

The homework set should take account of the following:

- the pupil’s ability
- the home conditions for study
- departmental and school policies
- differentiation
- time allowed
- overall “load”

The following types of homework can be set:

- finishing off
- self-contained (eg weekly planned exercise)
- spontaneous work (ie pupil-generated task)
- preparation

Homework will be successful when it

- is clearly related to ongoing classwork
- has a clear pattern
- is varied
- is manageable
- is challenging but not too difficult
- allows for individual initiative and creativity
- promotes self-confidence and understanding
- is recognised and rewarded
- operates within a supportive framework

MANAGEMENT OF HOMEWORK

Pupils in S1/S2 should use the Homework Diary which they should date to record

- the task set
- the date due

There will be a more detailed Diary given to all pupils in S3-6 to enable them to note targets and completion dates, as well as to note homework and to forward plan.

Staff should ensure that

- Diaries are dated at Registration
- the Diary entries are completed
- time is allowed at the end of a lesson for entries to be made
- homework is completed and the result (or otherwise) recorded, if appropriate
- homework is corrected
- appropriate remediation procedures are undertaken
- failure to complete homework is dealt with
- Principal Teachers and Guidance Staff are informed of persistent non-completion
- Homework is regular, manageable and achievable
- By reading Diary entries, an excessive workload is avoided
- A record of homework set is kept for reference by Heads of Department and/or SMT

The policy should be monitored by

- Social Education Teachers in Social Education classes.
- a whole-school overview of records by a member of SMT
- managing the ongoing homework workload of pupils
- close liaison at peak times eg Folios/Investigation
- dealing with problems as they arise
- disseminating good practice across departments
- Departmental heads at Department Meeting to ensure quality and consistency
- SMT and Heads of Department to ensure effective communication

Feedback is essential by

- returning corrected homework, within a given time
- indicating performance in homework on the annual report
- liaising with parents regarding nature and timing of homework

COMMUNICATION

The Policy will be incorporated in the School Handbook and the Staff Handbook and will be intimated, as appropriate, by separate letter or at a Parents' Meeting.

In consequence of the Policy being generally available and well-documented, parents will be fully aware of

- the spirit and purpose of the homework set
- the procedures for issue and monitoring of tasks
- the amount and type of homework set by departments
- the school's expectations of the pupil and parent
- the procedures for contacting the school
- the procedures by which the school will contact the parent.

STRATEGIES:

Pupils will be aided in managing their homework assignments by

- Study Skills packages in S1-S6
- PSE inserts
- being given the opportunity for individual self-appraisal
- being made aware that the Policy exists
- regular and meaningful checks on the Diary

CONSULTATION AND REVIEW:

The Policy will be reviewed on an annual basis by

- feedback from teachers
- collated departmental evaluation
- consultation with parents and parental groups
- monitoring pupils' responses and reactions
- taking cognizance of the following Performance Indicators
- 2,1,3.3,4.3,6.3.

PRACTICAL ISSUES FOR STAFF

Homework for pupils should form a regular and meaningful part of Teaching and Learning. In order to achieve this, it needs to be planned and managed. The following Guidelines therefore apply to homework

- the total time per evening should not exceed on average S1/S2: 1 hour
S3: 1 ½ hours
S4-S6: 2 hours
- There should be at least a week's advance notice of major work
- Time must be allowed for pupils to correctly note the homework
- A record must be kept of homework issued

- Pupils should receive homework in each subject at least once a fortnight
- “Finishing Off” homework should be achievable in not more than 10 minutes
- At “peak-load “ times, such as January-March, those departments which have Folios, Investigations etc at SG should liaise to avoid overload. Agreements should be closely adhered to. Work to be redrafted should be returned as promptly as possible.
- Homework set should be corrected – either by teacher or by pupil in consultation with the teacher
- Attention should be paid to any Departmental or whole-school position on what constitutes acceptable minimum standards
- Departments should have commonly agreed marking procedures and attention should also be paid to whole-school common procedures
- Failure to complete homework is an act of indiscipline. On the third failure to produce homework, a standard letter will be sent to parents informing them of its non-completion. This should be sent via the appropriate Assistant Rector. The original homework should still be completed.

INFORMATION FOR PARENTS

When homework is set, it must be done. It is an extension of work begun at school, and presents an opportunity for parents to understand some of the working of the school, in addition to providing a vehicle for communication with their children about the curriculum.

The following procedures should be followed to contact the school

- by letter or by telephone to the appropriate Assistant Rector to arrange an appointment
- by comment on the Report Receipt Slip

The School will contact Parents using the following procedures

- letter notifying repeated non-completion of homework
- “early-warning” letters from the appropriate Assistant Rector
- underachieving Form
- personal teacher/parent interview at Contact Evenings
- telephone in extreme and/or urgent cases

Following failure to complete homework.

- additional homework
- serious breaches will result in the matter being referred to the Principal Teacher. If this fails, the matter is referred to the appropriate Assistant Rector.
- The full range of sanctions available to staff will be used to ensure compliance with the school’s policy and discipline.



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