

This policy is being reviewed during session 2016 -17.**Introduction**

Homework should be an integral part of every teaching course; it should build upon the work and topic of the lesson, be meaningful in its relevance and consolidate the learning and teaching taking place in the classroom.

The varied structure of the teaching timetable has different demands with junior first and second year classes, certificated classes, varying ability groups and periods of intense teaching and learning with limited or no development time. While acknowledging that the timetable itself can create pressure on the issuing and marking of homework, all classes are entitled to regular and meaningful homework.

Gleniffer High School aims to:

1. Provide a high quality curriculum which is appropriate, balanced and stimulating for all pupils.
2. Ensure that all pupils achieve their highest level of attainment.
3. Develop and improve the quality of Learning and Teaching to meet the needs of all pupils.
4. Provide appropriate support for all pupils in personal, social, curricular and vocational development.
5. Create a welcoming, caring and safe environment for all users.
6. Make best use of available staff, resources, accommodation and school finances.
7. Maintain a high standard of management and leadership.

The policy aims to:

- Provide direction to all departments
- Develop the established homework practices from primary school
- Promote homework expectations to pupils and parents
- Ensure that all homework issued is relevant and meaningful
- Establish homework as an integral part of raising attainment
- Ensure consistency and regularity of homework across all departments
- Audit the impact and effectiveness of homework

Regularity

Homework should be issued to all pupils on a regular basis relative to the number of teaching periods in each week. Pupils should understand that homework will be issued on certain periods and should know exactly when it should be returned. It is good practice for each teacher to issue homework on the same day(s) each week and have it returned the same day(s) that week or the following week.

The following guidelines are a minimum expectation from each department.

3+ teaching periods per week	minimum of one piece of quality homework. issued per week plus one piece of extension work/project per term
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Please note that the established good practice of homework after every lesson in Mathematics will continue

2 teaching periods per week	minimum of one piece of quality homework. issued per fortnight plus one piece of extension work/project per session
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1 teaching period per week	minimum of one piece of quality homework. issued per month plus one piece of extension work/project per session
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Homework Exceptions:	Homework will not be issued to pupils in the core subjects of Physical Education, Personal and Social Education and Behaviour Support
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Consistency

Each department will produce their own homework policy consistent with the direct guidelines of the whole school policy. The department policy will be operated consistently by all staff across all year groups.

It will be the responsibility of the Principal Teacher to monitor the consistency and effectiveness of the department policy across all year groups. This will be done through:

- regular checks at departmental meetings
- spot checking homework
- discussions with staff
- class visits
- parents' evenings
- interviews with pupils.

Senior Managers will monitor the consistency and effectiveness of homework through:

- regular checks at departmental meetings
- spot checking homework
- discussions with Principal Teachers
- class visits
- annual HMle questionnaires
- whole school or department homework audit
- interviews with pupils.

Marking

Departments must be fully aware of the demands of marking whenever developing a homework policy that is to be consistent across all year groups.

While it would be ideal to have all homework issued and marked, this will not always be possible due to the demands of the teacher's timetable. However, regular teacher comments should be made on pupil work to allow parents to see that homework is being corrected. A range of marking or monitoring should be used as with current practice or previously discussed and issued through Assessment is for Learning, for example:

- complete whole class marking
- sample marking
- spot checking
- peer check
- pupil self marking

Recording

Each department should have an effective and consistent method of recording homework which is used by all staff. The recording of homework should be easily accessible for monitoring by the Principal Teacher and Senior Managers

Sample methods of recording homework are:

- Teacher's planner
- Homework register
- Class wall chart

All pupils will be issued with a small personal student planner for recording homework. However, each department will decide which method of recording homework is most effective in ensuring compliance with the work issued. All homework should be issued with a completion date.

Methods which may be used are as follows:

- pupil planner
- homework jotter
- individual homework sheets with return dates
- use of school website

Parents

Parents have high expectations that homework will be issued on a regular basis and that it should be meaningful and relevant to the course being studied. As a school it is important that we harness the support of the parents by communicating with them regularly on the frequency of homework and the expectations from each subject. This can be done at the start of the session through subject information sheets or by posting homework expectations and details regularly on the school website.

In order to have parents fully aware of the homework being issued and supporting the homework monitoring processes, the following procedures should be initiated:

- subject homework page on the school website
- parents are requested to sign all homework of pupils in first to fourth year
- annual parents' questionnaire to specific year groups by SMT
- annual HMle questionnaires which have a specific section on homework
- discussion with parent council
- meetings at parents' evenings

Non completion of homework

While we will do everything in our powers to ensure regular meaningful and relevant homework there will be pupils who forget to complete homework or who despite support, show little or no interest in learning out with class time.

It is essential that as a school we operate a system of recording and notifying parents where the completion of homework is causing concern.

The following guidelines should be used consistently by all staff across the school (see appendices for non completion notes and draft letters)

Non completion of homework on <u>each</u> occasion:	formal warning noted by teacher on SEEMIS (Click & Go)
Non completion of homework on <u>two</u> occasions:	Teacher arranges department note to parents with signed return slip
Non completion of homework on <u>three</u> occasions:	Principal Teacher arranges department letter posted to parents. Copy of letter to PT Guidance for information
Non completion of homework on <u>four</u> occasions:	Teacher sends Cause for Concern to PT Guidance. PT Guidance interviews child and phones parent to advise. Noted on Pastoral Notes
Non completion of homework on <u>five</u> occasions:	<p>Principal Teacher arranges letter to parents informing them that the department will continue to issue homework but will not be following up on non completion. Copy of letter to PT Guidance.</p> <p>Teacher continues to record each instance of non completion on SEEMIS (Click and Go)</p>

Staff should use their professional judgement when recording the non completion of homework and issuing parent notes and letters as this may happen over an extended period of time e.g. first occasion September, second occasion February. The aim of this part of the policy is to inform parents quickly where homework is not being completed on a regular weekly basis.



Please note that it is very important that all staff record non completion of homework on SEEMIS (Click & Go)

Conclusion

This policy and the department's version of the policy will be successful if it is applied with rigour, regularity and consistency by every member of staff to every pupil across every year group.

Appendix 1 Non Completion of Homework note for parents.

This note will be standard throughout the school and be customised to include department and teacher's name.

 Gleniffer High School 	
<i>*DEPARTMENT or SUBJECT NAME*</i> HOMEWORK NOT COMPLETED	
Name:	Date:
<p>I have to inform you that your son/daughter has failed to complete his/her homework on time.</p> <p>I would ask that you ensure that it is completed and returned at the next teaching period.</p>	
Teacher: <i>*Pre printed name*</i>	Parent signature:
Comment from teacher or parent:	

Appendix 2: Non Completion of Homework parent letter

The sample content below comes from letters used by the Mathematics department for S1/2 pupils and Social Subjects faculty. The letters departments use will be customized according to the number of non completions, the content staff wish to include and who departments wish to sign the letter (class teacher or PT). However all letters should be held on the school management information system (SEEMIS) which will allow the letters to be personalized and addressed. Notification of specific letters required should be handed into the school office. Letters should be signed by the class teacher/Principal Teacher and posted to parents by the school office.

MATHEMATICS LETTER

Dear

HOMEWORK in S1/2 MATHEMATICS

I write to inform you that ***** of class***** has failed to hand in homework to the Mathematics Department. As you may know, this is not the first instance of non-completion of homework.

Pupils in S1/2 have a homework booklet containing exercises matched to the work done in class and are asked to complete work from this after each lesson.

May I ask you to check that this homework is completed regularly and inform me if it appears that ***** is not being given work to do at home.

Please complete the tear off slip section and return it to ***** Maths teacher.

Thank you for you support.

Yours sincerely

M Walker
Principal Teacher of Mathematics

Gleniffer High School

Name and class produced by SEEMIS

I have received Ms. Walker's letter regarding non-completion of homework.

Signed: _____

Date: _____

SOCIAL SUBJECTS (Geography) LETTER

Dear

Pupil name and class has been referred to me for non completion of homework. Homework is an integral part of the Geography course and its successful completion helps to develop ***** skills in Geography. It is part of the assessment for the course. Homework also provides useful information for you and your child on their progress in Geography.

I would be grateful if you could discuss this issue with ***** and reinforce the importance of completing homework.

If ***** is referred to me on a further occasion for non-completion of homework, the matter will be referred to the relevant Depute Head Teacher.

Please complete the tear off slip below and return it to me.

Thank you for your co-operation

Yours sincerely,

Mrs. A Moore
Head of Faculty

GLENIFFER HIGH SCHOOL

To: Mrs. A Moore

Pupils name and class from SEEMIS

Thank you for informing me that ***** has failed to complete homework assignments.

Signed: _____ Date: _____

Comment (if appropriate)