

Gleniffer High School



Homework Policy

February 2020

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Introduction

“A genius is a talented person who does his homework”- Thomas Edison (Inventor of the incandescent light bulb, phonograph, and the motion picture camera)

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.

This policy should be used as guidance to support Principal Teachers/Faculty Heads and teachers to administer, monitor and review homework within their departments. This policy is also a guide for parents to understand the purpose of homework and how to support your child at home in engaging with their homework.

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Gleniffer High School aims to

1. Provide a high-quality curriculum which is appropriate, balanced and stimulating for all pupils.
2. Ensure that pupils achieve their highest level of attainment.
3. Develop and improve the quality of learning, teaching and assessment 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, nurturing and safe environment for all.

The policy aims to:

- Provide direction to all departments
- 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

Regularity

Departments will decide the appropriate amount and type of homework to be issued to pupils dependent upon their age and stage within school. As a department, Principal Teachers and classroom teachers will quality assure, monitor and review homework, when appropriate, to ensure consistency. This will allow staff to support pupils to reinforce their understanding, and build their skills in preparation for life-long learning and work.

Pupils should understand that homework will be issued by class teachers dependent on the class topic, progress within class and at different points within units to check for knowledge and understanding. Homework can be issued verbally in class by the teacher and/or via our online app, Show My Homework (SMHW). Every child and their parent have been provided with a login for this online tool. If pupils have difficulties accessing the online tool, any member of staff can reset their password. If parents/carers have difficulty with SMHW please contact the main office and they will direct you to the correct member of staff for support.

There are a few homework exceptions. Homework will not be issued to pupils in the core subjects of Physical Education and Personal and Social Education. S3 and S4 pupils will not receive homework in core Religious Education.

Consistency

Each department will use this homework policy for guidance and adapt if necessary, for the benefit of the pupils within their department. It will be the responsibility of the Principal Teacher to monitor the consistency and effectiveness of the department policy across all year groups. This may be done through a range of approaches, such as:

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

Senior Leadership Team (SLT) will monitor the consistency and effectiveness of homework through:

- discussion at Faculty Link meetings
- spot checking homework
- discussions with Principal Teachers

- class visits
- annual questionnaires and focus groups
- interviews with pupils
- professional dialogue.

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.

A range of marking approaches will be used depending on subject and stage of pupils in school. Teachers may use:

- complete whole class marking
- sample marking
- spot checking
- peer assessment
- pupil self-marking
- pupil evaluations.

Recording

Each department should be using Show My Homework to issue and record completion of pupils' homework. Sample methods of recording homework results are:

- Teacher's planner
- Show My Homework
- Homework register
- Class wall chart.

Show My Homework

All pupils have been issued with a Show My Homework login which allows them to access their homework electronically via a mobile device, tablet or personal computer.

Parents/carers will be issued with a parental pin code to access Show My Homework when their child arrives in S1. Once the account has been activated parents will be able to log in using a registered email. Parents/carers will be able to view their child/children's homework on up to five devices. The pupils will use their glow login details to access SMHW. This will stay the same throughout their time within Gleniffer High School. If you forget your password, all homework can

be viewed via the school website by clicking on the SMHW icon and filtering to the correct teacher, subject, year group and class.

Show My Homework has the function to receive notifications when homework is set by a class teacher. It also has the function to allow parents/carers to see if a pupil has not submitted their homework or if it has been submitted late. Please note that it is the pupil's duty to catch up on any homework they may have missed.

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. This will be clearly stated on the Show My Homework App. Any resources will be able to be viewed through the app with the function to print, if necessary. All homework can be printed from the app too.

If a child does not have access to an electronic device to see their homework, the school library has an ICT suite that allows pupils to view and/or print their homework. Alternatively, pupils can ask their teacher for a paper copy.

Throughout the school session there will be family learning events for parents/carers and pupils to be shown how to use the SMHW app if they require it. You can also find more information at <https://www.teamsatchel.com>

Approaches which may also be used in conjunction with SMHW are as follows:

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

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 it. It is essential that as a school we operate a system of recording and notifying parents where the completion of homework is causing concern. For persistent non-completion of homework, using professional judgement, departments may choose to send a homework letter, text, call or an e-mail to parents/carers to discuss the best way to support pupils with their homework and learning at home.

Principal Teachers/ Faculty Heads should liaise with Principal Teachers of Pastoral Support if they continue to have concerns regarding a pupil's non-engagement with homework. (See appendices for an example of a non-completion note and example letter which could be used, if required)

There are a variety of methods that departments may use to track and identify pupils not engaging with homework. Tracking can be via Show My Homework, departmental tracking sheets, and SEEMIS (Click & Go).

Staff will use their professional judgement on how to support pupils who have difficulty completing homework. Our aim is to work in partnership with parents to encourage and improve attainment through meaningful homework tasks.

Please note that it is very important that all staff record non-completion of homework on either SEEMIS (Click & Go) or SMHW as per departmental policy.

Parents/Carers

Parents/Carers 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 parents by communicating with them regularly on the frequency of homework and the expectations from each subject. This may be done at the start of the session through subject information sheets or by posting homework expectations and details regularly on the school website and on Show My Homework.

Parents/Carers should be fully aware of the homework being issued through the Show My Homework App and should support the homework monitoring processes. Parents can support the monitoring processes by engaging in some or all of the following:

- log into Show My Homework regularly
- annual parents' questionnaire to specific year groups by SLT
- annual questionnaires which have a specific section on homework
- discussion with parent council
- appointments at parents' evenings

How can you help your child?

Homework becomes an increasingly important part of the curriculum as your child progresses through school- what your child starts off doing now will continue until they leave. The difficulty and amount of homework will increase throughout their time in Gleniffer. Therefore, creating good habits when they are in S1 or at the start of a new term will help your child manage their work.

Below are a few things that you can do as parents/carers to support your child/children with their homework.

- Be prepared to invest time at first-e.g.be available for a set time each day to help with homework until the routine is established- it will be time well spent.

- Agree a routine with your child in August. Life can be difficult for parent and child otherwise.
- Get homework completed early- after a short break when your child returns home from school.
- Highlight the rewards for completing homework early- leaving the rest of the evening free.
- Encourage your child to do their homework the night it is issued- not the night before it is due in. This does not allow your child to seek extra support if required.
- Recognise with your child that it is hard to work unsupervised- help to structure their time and agree tasks that should be completed.
- Be available to do progress checks to ensure your child is working productively.
- Always support your child with their homework, please do not do it for them. Homework is a way to encourage children to work independently, and doing it for them limits their progress.
- Check Show My Homework daily and check for overdue tasks or late submissions. These are a clear indication that your child requires more support with their learning at home.
- Take an interest-celebrate success and give a clear message that homework is valuable and important.
- Please remember to reduce the distractions your child may have when completing their homework. **Mobile phones are the biggest distraction to your child's learning at home, regardless what they may say.**

If your child is struggling with their homework and you are concerned about their progress, please contact the school to speak to a member of the team within your child's House group. If we work together to support your child/children, their chances of success will be far greater.

Useful websites

Please look at the following websites to further support your child and their learning at home.

BBC Bitesize- <https://www.bbc.com/education>

SQA Website- <https://www.sqa.org.uk>

My World of Work- <https://www.myworldofwork.co.uk>

SDS- <https://www.skillsdevelopmentscotland.co.uk>

Show My Homework- <https://www.satchelone.com/login>

For Mathematic support at home

S1-S3

<http://www.mathsrevision.com/>

<http://www.transum.org/Software/>

S4-S6

<https://www.maths180.com/>

<https://www.national5maths.co.uk/>

<https://www.highermathematics.co.uk/>

<https://www.sqa.org.uk/pastpapers/findpastpaper.htm>



<https://www.bbc.co.uk/bitesize/subjects/ztrjmp3>

This policy will be reviewed on a 3-yearly cycle.

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 letter for parents

DEPARTMENTAL LETTER

Dear

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

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 Pastoral Support Teacher and/or Depute Head Teacher.

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

Thank you for your co-operation

Yours sincerely,

NAME

Head of Faculty

GLENIFFER HIGH SCHOOL

To: **NAME**

Pupils name and class from SEEMIS

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

Signed: _____

Date: _____

Comment (if appropriate)