

# **HOMEWORK POLICY 2010/2011**

## **St. Patrick's Grammar School: Homework Policy**

### ***The Purpose of Homework:***

- (a) To encourage a self-disciplined and self-motivating attitude to study
- (b) To consolidate and complete work begun with teachers in class
- (c) To develop good work habits and independent study skills
- (d) To encourage revision of work covered
- (e) To encourage and develop home school links
- (f) To evaluate the effectiveness of classroom practice
- (g) To encourage effective management of time and work
- (h) To develop research skills

### ***Types of Work:***

Homework will arise out of the demands of the course and may take the form of:

- learning notes/diagrams,
- writing or preparing essays,
- preparing for class tests,
- practice in/revision of mathematical and scientific problems,
- completing class work, projects, creative or descriptive writing
- Computer work
- Coursework
- Skills in practical musicianship
- Research or
- Other forms of study relevant to the curriculum.

**All homeworks are important and should be recorded in your homework planner.**

**If you think that you will be unable to complete an ICT based homework, you need to tell your teacher so that he/she can make arrangements to help you complete the homework.**

## ***The Role of the Subject Teacher:***

- Although the school gives a high priority to homework as an important element in the pupil's learning, teachers take care to ensure that pupils are not overloaded with such homework.
- When setting work, teachers consider the age and ability of the pupil and the overall demands of their school course. They ensure that every pupil understands the work set and allow ample time to note it in his student planner.
- The number of homeworks per week is related to the number of teaching periods. If a project or major homework is given to pupils over a week or more, then help is given to assist pupils to structure the work.
- The subject teacher will ensure that everyone completes homework on time and in the correct book. While not ignoring mistakes, omissions or poor quality work, he/she will comment positively on homeworks and provide encouraging comments.
- Common errors will be highlighted and revised. Concerns about the quality of work will be reported to parents through the student planner.
- Homework will be returned to pupils as soon as possible and within a time specified by departments and the class teacher will keep an accurate record of key marks and grades.
- Homework grades will be related to a defined departmental procedure. Standardisation and moderation of coursework related tasks within departments will be carried out to ensure consistency of standards.

## **Marking:**

1. All formal agreed homeworks should be marked promptly and annotated using grades/scores in line with departmental policies.
2. Where appropriate, comments will encourage good practice, but persistent errors will be identified and remedial action suggested.
3. Pupils and parents should understand the mark scheme.
4. Teachers will be selective in recording marks so that a performance pattern can be seen.
5. Homework marks and comments should help the pupil produce improved work in the future, revise appropriately for class tests and examinations and assist the pupil in his target setting process.

**Form Teachers will make regular checks on homework set and the use of the student planners. They will detect pupils unable to cope and, if necessary, contact parents.**

- At Key Stage 4, coursework will be marked in accordance with GCSE specifications for each subject. Pupils will receive positive suggestions on how to improve the quality and substance of their work and will be given clear guidelines on the standard of presentation required. Pupils will be given appropriate notice of submission deadlines and sufficient time to prepare and submit each piece of work. Pupils will be made aware of the importance of coursework deadlines and of the sanctions they face if deadlines are missed.
- In the event of a pupil failing to keep up with coursework, or struggling with the demands of the course, the teacher will liaise with the subject head and Form teacher and, if necessary, contact parents. If the problem persists, the Head of Key Stage 4 is informed and monitors the pupil's work by those actions indicated in the list of sanctions.

## ***Standards Expected of the Student:***

- Pupils will note the work given to them in their planners and ensure that all such work is done on time.
- The planner should be kept neat and tidy and used to record all homework set on the day it is due.
- They will present their work neatly and, when faced with problems, seek the advice of the subject teacher as soon as possible.
- Pupils should make an effort to plan their work throughout the week and throughout the term to avoid becoming overburdened.
- At Key Stage 3 pupils should seek to study at home for a maximum two hours each night building to three hours at Key Stage 4. This time should be spent revising the work covered in class in addition to any specific work set.
- For post-16 students home study will require three hours study each day. Post -16 pupils are advised to use their non-class time in school for additional reading/research, not for the completion of homework.
- Those who enjoy the privilege of representing the school must be aware that they must prove able to meet the expectations of their academic studies as well as their extra-curricular commitments.

Students are expected to keep all books free of graffiti, to protect all books and to present work neatly.

## ***The Role of the Parent:***

- Parents undertake to ensure that each child does the required amount of work and study at night (as stated above), to check that their child has completed the work recorded in the student planner and to sign the planner once a week.
- They should discuss the child's work frequently and ask them to talk about what they do in class.
- They should sign formal homeworks, as specified by each Department, as an indication that they are satisfied with the standards of presentation of work submitted.
- Parents are welcome to discuss homework with the Form Teacher and we value any opinions on the nature of the work set, the standards of corrections given or the Homework Policy itself.
- Teachers will note any comments and report these to the Vice-Principals.

***It Must be Noted That:***

- It is primarily the job of every subject teacher to ensure that the work set by him/her is done satisfactorily.
- Subject teachers need to keep homework records on each pupil.

Failure to produce work / prepare properly for class will fall into two categories:

**1) Failure to produce homework repeatedly for the same subject:**

At Key Stages 3 and 4 this issue should be dealt with in the following way:

<b><i>ISSUE</i></b>	<b><i>ACTION BY SUBJECT TEACHER</i></b>	<b><i>ACTION BY FORM TEACHER</i></b>
Failure to present homework (1 <sup>st</sup> time).	Record name of pupil and problem in the Merit Book. Advise parents via planner. * Set a time for the presentation of the work. Annotate comment if work is presented as arranged.	Check that work is presented.  Check that teacher comment is signed.
Failure to present homework for a second time (whether a new homework or failure to present previously required homework).	Advise parents via Student Planner*. Set extra work in addition to completion of original work. Set a time for presentation of the work.	Check that work is presented.  Check that teacher comment is signed.
Failure to present homework in a subject for a third time or subsequent time.	Impose detention.	Monitor the number of detentions.

\* Every teacher should insist that all comments in the planner are signed and pupils should present signed comments to Form teacher at next registration.

## **2) Failure to produce homework across a range of subjects:**

- The form teacher will be able to monitor this situation from Merit Books and referral slips and should, as a first resort, impose detention in response to the problem.
- If this course of action fails to improve the pupil's performance the Form teacher will inform parents/guardians and the Head of Year that the pupil is to be placed on Homework Report.
- The Head of Year will supervise the Homework Report as detailed below.

### **Homework Report**

#### **HOMEWORK REPORTS can be obtained from the Main Office.**

- When a pupil is placed on Homework Report a letter will be sent to parents informing them of the process.
- Pupils on Homework Report must report to the Head of Year at a set time each day with their planner and completed Homework Report.
- Should a pupil fail, whilst on report, to present any homework or get the report signed by all of his teachers, he will be placed on detention and/or continue on Report for at least another week.
- A pupil will only be taken off report once the Head of Year is satisfied with a pupil's performance.
- Should the period of report extend beyond three weeks, parents will be asked to meet with the Head of Year to discuss the problem and given a formal warning that an unfavourable detention record could result in a pupil failing to meet the Admissions Criteria for Sixth Form.

#### **Copies of standard letters to be sent to parents are available from the Head of Year.**

The above sanctions only apply to Year 8 pupils after Halloween.



# ST. PATRICK'S GRAMMAR SCHOOL, ARMAGH



## HOMework REPORT

**STUDENT'S NAME:** \_\_\_\_\_ **CLASS:** \_\_\_\_\_

**FORM TEACHER:** \_\_\_\_\_

**DAY:** \_\_\_\_\_ **DATE:** \_\_\_ / \_\_\_ / \_\_\_

<b>PERIOD</b>	<b>SUBJECT</b>	<b>HOMework FOR TODAY'S LESSON</b> 1 = Not completed 2 = Unsatisfactory but completed 3 = Satisfactory 4 = Good	<b>BRIEFLY OUTLINE HOMework FOR NEXT LESSON</b>	<b>TEACHER'S SIGNATURE</b>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Checked by Form Teacher / Year Head: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

Checked by Parent / Guardian: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_