

HOMEWORK POLICY

Primary

The Primary Department homework policy is set down in a separate document. Please refer to the homework policy posted on the school website.

Definition of homework

Homework refers to any work or activities assigned to students as an extension of classroom work. There are three types of homework:

1. Practice assignments to reinforce newly acquired skills. For example, students who have just learned a new method of solving a math problem are given sample problems to solve on their own.
2. Preparation assignments to help students get ready for future classroom activities. These activities may include doing background research on a topic to be discussed later in class.
3. Extension assignments such as project work. Students must apply previous learning to complete these assignments.

Importance of Homework

Research indicates mixed findings about whether homework actually increases students' academic achievement. Many parents and teachers agree, however, that at the primary school level homework is important because it encourages good study habits, initiative, and responsibility on behalf of the student. As they get older, students develop the confidence and self-discipline needed to study on their own, and it prepares them for secondary school. It also promotes positive attitudes toward school because homework allows students to understand that learning can also take place outside of the classroom.

Role of the Administrator

The Head of the Primary School should:

- Communicate the homework policy to parents
- Supervise the implementation of the policy
- Follow up on students who are habitually delinquent with regards to homework

Role of the Teacher

Teachers are responsible for:

- Administering homework based on the recommended homework policy
- Writing homework assignments on the board; providing students ample time to copy the assignments in their diary
- Clearly stating the purpose of the assignment
- Explaining how the assignment might be carried out

Explaining and administering consequences for incomplete or late homework (consequences determined by the individual teacher, however, consistent with the school's discipline programme, every three late/incomplete homework assignments may result in the student receiving one demerit – dependant on the discretion of the teacher)

- Praising the student for completing assignments
- Providing feedback and help if necessary

Role of the Student

Students are expected to:

- Write assignments clearly and neatly in their diary on a daily basis
- Show their diary to parents
- Complete all assignments neatly and honestly
- Work independently and ask for help only when needed
- Hand assignments in on time
- Accept consequences for incomplete or late homework
- Read independently (or with a family member) on a daily basis

Role of the Parent

Parents are encouraged to:

- Provide a reasonably quiet, suitable place in which the student can do their homework
- Provide supplies to enable the student to complete their assignments
- Limit after-school activities to allow for both homework and family time
- Plan a homework schedule and time for the student
(Allow for free time when homework has been completed)
- Limit television
- Encourage reading
(Although a specific reading assignment may have been given by the teacher, it is important to note that parents should become actively involved and responsible for ensuring that the student is reading on a daily basis at home.)
- Assist the student if necessary
(Go over the assignment and ask the student questions or work through an example rather than simply giving the answer)
- Check that all homework has been completed and sign the homework diary
- Encourage the student and praise them when they have completed assignments

Frequency and duration of homework

LOWER PRIMARY

Y 1

- Daily reading – 10 minutes

Y 2:

- Daily reading – 10 minutes
- Spelling - review throughout the week in preparation for spelling test

Y 3:

- Daily reading – 15 minutes
- Spelling - 10 minutes a night for 4 nights
- Numeracy - Preparation for tables tests

UPPER PRIMARY

Y 4:

- Daily reading – 15 minutes
- Spelling – sheet on Monday and practice test evening before test.
- Literacy – 20 minute assignment once a week
- Numeracy – 20 minute assignment once a week and prepare for tables tests.

Y 5:

- 15 minutes of daily reading
- Spelling – sheet on Monday and practice test evening before test.
- Literacy – 20 minute assignment once a week
- Numeracy – 20 minute assignment once a week and prepare for tables test
- Music – strings practice – 15 minutes 3 times a week (can include the weekend)

Y 6:

- 20 minutes of daily reading
- Spelling – 20 minute assignment once a week and practice during week for test
- Literacy – 20 minute assignment once a week and
- Numeracy – 20 minute assignment once a week & preparation for tables test (all tables).

Please note:

Capable students may also need to complete assignments that should've been completed during the regular lesson time. These will be noted in the homework diary with an asterisk *.

Bibliography

ERIC Digests: ERIC Clearinghouse on Elementary and Early Childhood Education, University of Illinois, Urbana, IL. <http://ericece.org>

Homework: Guidelines for Primary and Secondary Schools, Nov. 1998, Suffolk, England: Department for Education and Employment. pp. 3 –16.

University of Minnesota (College of Education & Human Development)
<http://education.umn.edu/CAREI/Reports/Rpractice/Summer94/homework.htm>

Secondary

At Warwick Academy we believe learning at home is an essential part of good education. Homework not only reinforces classroom learning, it also helps students to develop skills and attitudes they need for successful lifelong learning. It promotes independent learning skills, including the habits of inquiry and investigation.

Homework is most effective when:

- tasks are structured and their purpose is clearly explained to pupils
- there is consistent practice across the school
- homework is given regularly so that everyone knows what to expect each week
- homework is recorded by the student in the homework diary provided
- pupils and parents/guardians are clear about what they need to do
- there are high expectations
- pupils receive clear feedback
- homework policies are monitored and evaluated.

At secondary level, research recommends that the time spent on homework or IGCSE/GCSE coursework should fall within the following ranges:

Years 7 & 8

45 minutes to 1 hour 30 minutes per day. This translates to approximately 25 minutes per subject per night.

Year 9

1 to 2 hours per day. Approximately 40 minutes per subject per night.

Year 10 & 11

1 hour 30 minutes to 2 hours 30 minutes per day. Approximately 1 hour per subject per night. Please note that homework will increase in frequency and duration when IGCSE/GCSE coursework is due and exams approach.

Year 12 & 13

In the Sixth Form the amount of homework will depend on the pupils' individual programmes. It is a school recommendation that Sixth Form students spend time on background reading and writing assignments that mirrors the time spent in class, approximately 4 hours per week per subject. This works out to approximately 3 to 4 hours per day.

Notes:

1. At WA we are committed to homework being appropriate and well judged.
2. Homework over holiday periods for Y 7, 8 & 9 needs to be reasonable in amount.
3. Homework deadlines will be set by individual teachers and will be clearly displayed in the classroom so those students who wish can check at lunchtime or after school.
4. Staff will use FAWEB to communicate the dates and details for ALL tests and a reasonable number of assignments each term to students and parents.

For the Warwick Academy homework policy to be successful, it is expected that:

the school will....

Provide homework diaries
Create a fair homework timetable
Give clear guidelines for teachers and students
Provide computer room and library access
Contact parents if students are not doing homework
Review the policy periodically to assess its effectiveness

the teachers will....

Communicate tests and assignment dates and details through FAWEB
Set homework regularly according to the timetable and departmental policies
Clearly explain and write assignments on the board
Monitor homework diaries
Mark work promptly with appropriate feedback
Contact parents with problems
Give rewards and impose sanctions

the pupils will...

Record all homework given in their diaries
Ensure they understand the task by asking the teachers
Organise sufficient time to do the work
Demonstrate a commitment to homework
Produce quality work
Hand completed work in on time

parents/guardians will....

Provide a quiet place for homework to be done
Encourage students to complete quality homework
Monitor homework diaries
Contact teachers with any problems

Missed classwork/lessons

It is the **students' responsibility** to gather/copy out and complete any missed classwork and the respective homework (missed due to extracurricular activity, holiday or illness) from another pupil in that particular class.

Unexcused absences will not be supported by the school. Students will have to make up work in his/her own time and by contacting the teacher and other students outside of lesson time.

Excused absences will be supported. Teachers will provide work in advance for the duration of the absence.

Illness of 1 to 2 days will be supported by teachers. Teachers will keep copies of the lesson work /homework and hand them to the student on their return. **The onus is on the student** to make contact with the teacher and request the work missed. They are also advised to check with another student in their class to ensure they have all the classwork.

In the Secondary Department - Illness of 3 or more days will be supported by way of e-mail. Parents should inform the HOY of the absence (length if known) as soon as possible. The HOY will inform the classroom teachers and the HODs. **The classroom teacher will be expected to respond by e-mail within 24hrs** with the relevant classwork/homework. **The onus will again be on the student** to make contact with the classroom teacher on their return to ensure things are in order. Classroom teachers will "cc" HOYs and HODs in on the work sent home as a check. Again students are advised to check with another student in their class to ensure they have all the classwork.

In the Primary Department - Illness of 3 or more days should be reported to the class teacher by the parents. The class teacher will inform the parents via email about any work that could be done at home during the absence and will ensure that any work needing to be done is made available for collection by the parents.

All students will have one week in which to complete the work missed.

Written Work Expectations

The following should be encouraged in an attempt at consistency across subjects and to improve the quality of work submitted by certain students.....

- All work has titles and dates and that headings are underlined with a ruler.
- All work is in blue or black ink.
- Handwriting should be neat and legible.
- Written work must be in full sentences.
- Maths working is always shown.
- Work sheets and handouts must be named, dated and affixed.
- All students must have the necessary school equipment to do the above. Please use the demerit system to support this with older pupils.

If there are subject specific anomalies they must be communicated as such to students.

HoDs will monitor exercise books and binders to ensure that students are producing Warwick Academy quality work.

Warwick Academy believes that the highest level of participation in homework can be maintained with the use of the following rewards and sanctions:

Rewards

- Students will receive merits for exceptional work.
- Exemplar homework will be shared with the class.
- Quality homework assignments and projects will be put on display.

Homework Club - Secondary

- 3 missed homework will result in a student having to attend 4 consecutive Homework club sessions.
- Homework club will take place on Tuesday through to Friday from 3:30-4:30pm – Venue U1
- It will be supervised by members of staff and silent study is expected.
- Students will be notified on the Monday of the week that they are expected to attend and must ensure that they bring school work to the session.
- Parents will be notified by e-mail.

The aim of this policy is that with all stakeholders committed to the Warwick Academy homework policy, it should lead to continual improvement in student performance.