



HOMEWORK POLICY

PREP SCHOOL

1. INTRODUCTION

The place and purpose of homework changes and develops as a pupil moves through the school. If it is correctly understood and managed by teachers, pupils and parents homework will contribute to the learning experience and instil good work habits for the future.

A Prep School Homework Guide for Parents is distributed in September.

2. PURPOSES OF HOMEWORK

- To assess the degree of understanding of class work
- To consolidate, extend or complete class work
- To build core foundation skills and knowledge
- To develop independent study skills
- To build constructive and positive home/school partnerships

3. QUANTITY OF HOMEWORK

- A set time allocation of homework for each year group is published to pupils and parents. Pupils up to Year 5 are expected to work for no longer than the allotted time. Pupils in Years 6 to 8 are expected to complete the set task.
- Homework will be set to meet a need and will fulfil a specific purpose. There may be times when it is inappropriate and on these occasions pupils will write "Not set" or "NS" in their diaries
- A homework timetable for the Prep School will be established by the Director of Studies at the beginning of the academic year

4. TYPE OF HOMEWORK

- The task must fulfil one or more of the purposes set out above
- The homework will be differentiated by task or by outcome in order to cater for the abilities within the class
- Tasks should match the specified time
- Tasks should be varied over time to include:
 - recording information
 - answering questions
 - independent creative writing
 - learning/memorising
 - problem solving
 - practical/creative tasks
 - research

- In order for homework to be a useful and effective activity pupils, teachers and parents must all be aware of and agree to their roles and responsibilities.

5. PUPILS' RESPONSIBILITIES

- Carry the homework diary to every lesson in which homework may be set
- Write down in the diary the necessary details about homework set
- Take home all books and equipment required to complete the homework
- Concentrate and persevere for the required amount of time
- Request a responsible adult to sign the diary
- Hand in the completed homework at the appropriate time
- Note and act upon feedback from the teacher, verbal or written.

6. TEACHERS' RESPONSIBILITIES

- Set homework tasks which are a relevant and coherent part of the work in hand
- Set homework according to the homework timetable, except in cases where no task is appropriate
- Ensure that the work set is reasonable in terms of the time allocation
- Ensure that the needs of individual pupils are taken into account, either by setting differentiated tasks or by setting tasks which allow for differentiated outcomes
- Vary the type of homework tasks set
- Allow sufficient time in class for homework to be explained and recorded in diaries
- Mark and return the work as soon as possible. Follow the school's marking policy
- Give verbal feedback as often as is feasible
- Form tutors check and sign diaries daily

7. PARENTS' RESPONSIBILITIES

- Provide a suitable working environment and a regular routine
- Discuss homework and assist in planning and organising time
- Provide assistance during a task, if necessary, by reading aloud and questioning, but not teaching.
- Encourage and promote independent work habits.
- Ensure that the time allocation is adhered to. If a task is not completed within the time, or if there is anything the teacher should be aware of, make a note in the diary (Lower School) or on the homework itself (Prep School)
- Sign the diary daily to indicate that the child has worked satisfactorily for the required amount of time
- Communicate with the Form Tutor if problems arise
- Establish an understanding that homework is an important and serious aspect of school life and the pupil's responsibilities

8. MONITORING

- The Head of Department will review this policy and the marking policy with staff.
- S/he will check short term planning for evidence of range of homework tasks and differentiation
- S/he will take termly samples from each class of homework tasks set, homework diaries and pupils' completed work, paying particular attention to marking and feedback
- Classroom observation by appraisers will include noting feedback to pupils, type of homework set and organisation of pupils to ensure correct use of diary

LOWER SCHOOL

1. INTRODUCTION

The place and purpose of homework changes and develops as a pupil moves through the school. If it is correctly understood and managed by teachers, pupils and parents homework will contribute to the learning experience and instil good work habits for the future. Further detail is to be found in the Lower School Homework Guide for Parents, which is distributed to parents in September.

2. PURPOSES OF HOMEWORK

- To allow assessment of children's progress and understanding
- To allow practice and consolidation of class work
- To develop and build foundation skills and knowledge
- To develop independent study skills
- To provide opportunities for parental support and home/school dialogue
- To begin to establish study habits at home

3. TYPE OF HOMEWORK

- Reading: every night
- Learning/ memorising
- Practical/ creative tasks
- 1 piece of written homework per week from Year 2
- Research

4. TIME GUIDE

- Supervised reading – all years 10 minutes
- Other tasks Year 1 maximum 10 minutes
 Year 2 maximum 20 minutes
- No child should exceed 30 minutes in total

In order for homework to be a useful and effective activity pupils, teachers and parents must all be aware of and agree to their roles and responsibilities.

5. PUPILS' RESPONSIBILITIES

- Concentrate and persevere for the required amount of time
- Act upon feedback from the teacher

6. TEACHERS' RESPONSIBILITIES

- Set homework tasks which are a relevant and coherent part of the work in hand
- Ensure work set is reasonable in terms of time allocation
- Ensure that the needs of individual children are taken into account
- Vary the type of homework set, where appropriate
- Class teachers check and sign diaries daily.

7. PARENTS' RESPONSIBILITIES

- Provide a suitable working environment and a regular routine
- Discuss homework and assist in planning and organising time
- Provide assistance during a task, if necessary, by reading aloud and questioning, but not teaching
- Encourage and promote independent work habits
- Encourage that the time allocation is adhered to. If a task is not completed within the time, or if there is anything the teacher should be aware of, make a note in the diary
- Sign the diary daily to indicate that the child has worked satisfactorily for the required amount of time
- Communicate with the class teacher if problems arise
- Establish an understanding that homework is an important part of school life

This policy will be reviewed annually.			
Reviewed: January 2012	By:	Jill Kelham Vice Principal	No changes
Reviewed: March 2011	By:	Jill Kelham Vice Principal	Changes made
Reviewed: March 2010	By:	Jill Kelham Vice Principal	No changes
Reviewed: December 2008	By:	Jill Kelham Vice Principal	No changes
Next Review: December 2012	By:	Jill Kelham, Vice Principal	