

Homework Policy

Introduction

The purpose of this policy is to define the principles and aims of the development of homework at Melrose and to provide a framework which:

- Promotes consistency in school planning and school practice.
- Facilitates development and change.
- Informs new staff, pupils, parents, governors and the wider community.

It was reviewed in the Lent Term 2019.

The next review will be in the Lent Term 2021.

Principles

Homework is an important tool in consolidating learning and enhancing the curriculum for pupils. It also allows for pupils to begin to take more ownership over their own work and progress. A variety of tasks are set which will allow for both independent study and parental participation.

The pupils have an intensive school day so homework is organised to allow them to develop extra-curricular activities, have 'down time' and time to spend sharing life experiences with family and friends.

Aims

Our aims in giving homework are

- To enable pupils to make maximum progress in their academic and social development.
- To develop good work habits and promote self-discipline for the future.
- To encourage skills and attitudes which help pupils improve their educational performance.
- To consolidate and reinforce learning done in school and assist in preparation for future class work.
- To provide opportunities for individualised work and develop skills of independent learning.
- To help parents gain insight in their child's schoolwork and promote partnership between home and school.

Homework Programme

The homework requirements for each year group are shown below. Homework is generally set over a period of days and hand in times are suitably set to allow sufficient time for completion. Pupils should not spend longer than the allocated time on homework.

Class	Weekly Amount	Main Content
Lower Prep		Reading / Phonics Trinity Term – Home Learning Challenges
Middle Prep		Daily Reading 1 x Weekly Maths
Upper Prep	Up to 3 x 20 mins	2 x 20 mins Guided Reading 1 x 20 mins Maths
Junior Remove	3 x 30 mins	Guided Reading English Maths
Form I	3 x 30 mins	Guided Reading English Maths
Form II	4 x 30 mins	Guided Reading Maths English One Varied
Form III	4 x 30 mins	Guided Reading Maths English One Varied

The Role of Pupils

- Pupils are required to complete homework set. In the Juniors, pupils will write down homework in their diaries.
- Pupils should complete homework to the best of their ability and present work neatly.
- Pupils should only spend the allocated amount of time on homework and seek help from the teacher if they are struggling with the amount or level of homework.
- Junior pupils should complete a brief form of Self-Assessment (comment/smiley face etc) at the end of each piece of homework.
- Pupils are not expected to complete homework on days absent due to illness, however, they may be asked to catch up with any missed reading at the teacher's discretion.

The Role of Parents

- Parents are asked to display a positive attitude to homework, value its importance and work in partnership with the school.
- Parents should maintain a healthy balance between homework, after school activities and 'down time' in order to support their daughter's wellbeing.
- Parents should consider where and when is a good time for homework to be completed. They should allow work to be completed independently but be there to offer support if needed.
- It is important that parents recognise that it is the pupil's responsibility to complete the work and hand it in to their class teacher.
- If there is a reason why homework cannot be completed parents should write a note to inform the class teacher of the reason.
- Parents of Junior pupils are requested to sign their daughter's homework diary once a week. Parents of Prep pupils are encouraged to give feedback on how their daughter got on with the activity.

Uncompleted / Inadequate Homework

- If homework is not completed or is not at an acceptable standard and a satisfactory explanation has not been given, parents will be informed either via a written note or verbally. Pupils will be expected to bring in completed homework the next day. If the homework is consequently not brought in then time will be given in school to complete homework, probably during part of break or lunch time.

The Role of Teachers

- Set homework in accordance with the homework policy.
- Provide pupils with details and a timeframe for completion.
- Explain how the homework might be carried out.
- Ensure the standards of presentation are communicated clearly to the pupils.
- Ensure that homework is pitched to suit the needs of the individual.
- Ensure homework is marked with appropriate feedback. Some items of homework may be checked by the pupils themselves with teacher guidance.
- Offer advice and strategies for those pupils who struggle with completing homework on time.
- Homework that is submitted late will be marked. In this case L/W (Late Work) will be indicated at the end of the homework and no House Points or reward stickers will be given.
- Homework will not be set for unauthorised absences and holidays during term time.
- Homework will not be set during school holidays.

Resources

Helping your daughter with her homework. (Parent Information Booklet)

Preparatory Department

Reading records.

Literacy and numeracy resources.

Junior Department

Homework diaries.

Reading Records.

Reporting

Comments are made, where appropriate, in Reading Records.

Comments on homework may be made in the twice yearly reports to parents, and in diaries, where necessary.

Discussion with parents as and when necessary.