



# GALASHIELS ACADEMY HOMEWORK POLICY

We believe that the overall aim of homework is to improve all pupils' achievement and therefore all pupils, regardless of age or ability, are entitled to regular homework.

Principal Teachers, class teachers, pupils and parents all have a crucial role to play in ensuring that homework is meaningful.

Homework has many benefits: consolidation of classwork; encouraging independent study; developing organisational skills and preparing pupils for lessons.

It is also an invaluable way of involving parents in the learning process. When parents are involved in their child's learning, pupils achieve more and homework is the single most effective way of enabling parents to be involved in their child's learning

This policy outlines different types of homework activities; the roles of Principal Teachers, class teachers, parents and pupils; and an example of a departmental homework policy and tracking sheet.

## Contents

Page 2	What is homework?
Page 3	The role of Principal Teachers
Page 4	The role of class teachers
Page 5	The role of pupils
Page 6	Appendix 1 - The role of parents
Page 7	Appendix 2 - Example of a departmental homework policy
Page 8	Appendix 3 - Example of a homework tracking sheet

## What is homework?

Homework can be one or a combination of the following:

- Writing
- Working from textbooks or worksheets
- Watching and noting from a TV programme
- Reading to enhance knowledge
- Internet research
- Reading
- Learning
- Planning
- Practising
- Researching
- Revising
- Thinking
- Drawing
- Project work
- Doing past papers
- Setting questions on a topic
- Finding examples
- Talking to people

This list is not exhaustive but aims to make staff, pupils and parents aware of the many different ways in which learning “at home” can take place.

**The role of the Principal Teacher is to:**

- Foster a positive ethos in his/her department towards homework (including the quality of homework)
- Develop high expectations of staff
- Ensure consistency across the department
- Give guidance to staff on the nature and marking of homework
- Provide an integrated homework programme from S1 to S6
- Set up a clear and consistent policy of rewards and sanctions
- Provide parents with course outlines and homework provision
- Put homework on the school intranet where possible
- Develop a departmental web page with homework links if possible

### The role of the class teacher is to:

- Check work done at home in some way (work does not always need to be formally marked)
- Use formative assessment techniques such as self- and peer assessment to check homework
- Ask pupils to have their planners ready at some point in every lesson
- Take homework seriously ie follow department policy re non-completion of homework
- Provide a jotter/folder specifically for homework where appropriate
- Explain clearly what is required for homework and check comprehension of task
- Issue regular homework (details to be agreed by individual departments)
- Encourage pupils' planning skills by not giving homework for the next day and allowing negotiation where appropriate
- Reward pupils for quality of homework and effort
- Ensure that pupils receive appropriate feedback with clear information on what and how to improve
- Mark and return homework within a week
- Use some form of tracking to monitor homework

### The role of pupils:

- Carry a bag with necessary equipment
- Bring planner to school and use each lesson
- Meet deadlines for homework
- Communicate with teachers and parents about homework
- Make sure they know what to do for homework before they leave a class
- Negotiate deadlines and amount of homework where appropriate
- Take homework seriously - make time to do it, ensure that homework is given full effort, etc.
- Keep a homework jotter/folder when given one
- Use IT when possible

## APPENDIX 1

### **To help their child with homework, the role of the parent or guardian is to:**

- Provide their child with a bag and make sure he/she uses it
- Ask to see the pupil planner on a regular basis.
- Have a knowledge of what their child is learning in each subject
- Provide a positive environment for children to complete homework ie. table, chair, stationery, peace and quiet and specified homework time
- Make use of homework time if there is no specific homework from school eg reading, projects, research, looking over notes, vocabulary, etc.
- Check over homework with their child
- Sign homework where appropriate
- Contact the school re lack of homework
- Contact Guidance Teacher with any problems or questions
- If possible, provide their child with the opportunity to use ICT if facilities are available eg emailing homework, word processing homework, internet research tasks

## APPENDIX 2

<b>Homework Policy</b>	<b>Department: Modern Languages</b>
------------------------	-------------------------------------

Year	Activity	How often?
<b>S1/2</b>	<i>Learning vocabulary (Speaking)</i>	<i>Every lesson</i>
	<i>Writing / Reading / Grammar</i>	<i>Every week</i>
	<i>Project work</i>	<i>End of topic</i>
	<i>French internet games</i>	<i>As often as possible</i>
	<i>Internet research, French TV, magazines, papers, music</i>	<i>As often as possible</i>

<b>S3/4</b>	<i>Learning vocabulary (Speaking)</i>	<i>Every lesson</i>
	<i>Writing / Reading / Grammar</i>	<i>Every week</i>
	<i>Project work</i>	<i>End of topic</i>
	<i>French internet games</i>	<i>As often as possible</i>
	<i>Internet research, French TV, magazines, papers, music</i>	<i>As often as possible</i>

<b>S5/6</b>	<i>Learning helpsheets (Speaking)</i>	<i>Every lesson</i>
	<i>Writing / Reading / Grammar</i>	<i>Every week</i>
	<i>'Phosphore' website and grammar games websites</i>	<i>As often as possible</i>
	<i>Internet research, French TV, magazines, papers, music</i>	<i>As often as possible</i>

<b>Other info</b>
-------------------

- Writing work should be word processed and emailed to teacher whenever possible
- Internet links for games and Reading and Writing tasks are on Modern Languages site on school website
- Pupils should always use homework jotters and fill in tracking sheet
- Parents' comments are very welcome on tracking sheet

<b>Rewards</b>
----------------

- Sticker/stamper
- Comments on tracking sheet
- Letter home


