

Ullapool High School Homework Policy

Rationale

Homework is an integral part of the learning process. It should therefore take due recognition of the Learning and Teaching Policy and priorities in A Curriculum for Excellence. The policy recognises that not all learning is achieved in structured lessons and indeed some learning is better undertaken outside the normal teacher led environment. The amount of self-directed work expected of pupils increases as an individual progresses through the school.

Purpose

The purpose of homework is to further engage pupils in the learning process, possibly using resources that are not readily available in the classroom. It should reinforce, enrich and deepen knowledge gained in lessons. This may involve parents, who are a vital element in supporting learning. It can also help identify strengths and weaknesses that may require additional support.

Types of Homework

A variety of homework which is fit for the purpose as detailed above will involve pupils, teachers and parents in the following ways:

- Pupils in becoming Successful Learners by
 - Allowing practice and consolidation of work done in class
 - Allowing preparation for future classwork
 - Offering access to resources not available in school such as discussion with other community members
 - Developing skills in using libraries and other learning resources
 - Providing opportunities for individualised work
 - Training for pupils in planning and organising time
 - Developing good habits and self discipline
 - Encouraging ownership and responsibility for learning

- Teachers in the assessment of learning by
 - Allowing assessment of pupils' progress and mastery of work
 - Providing evidence for the evaluation of teaching
 - Providing information for parents

- Parents in home/school partnership by
 - Providing opportunities for parental co-operation and support
 - Creating channels for home/school dialogue

HOMWORK ORGANISATION

Planning When to Do It

All pupils are supplied with a student planner where they can record what homework is to be done. It also contains much good advice and helpful information about the school. This information may be helpful to parents as well as pupils. When homework is given it should be recorded in the diary so that everyone can see what has to be done and by when. Time then needs to be set aside to do the homework. Different settings for homework suit different pupils and different types of homework. Whatever setting is chosen the pupils should be able to concentrate on the task to the exclusion of other activities.

How Much Time is needed For Homework?

An indication of different time allocations for each year group is given below. The style of homework changes as a pupil progresses through the school as more independent study is expected.

S1 and S2	1.5 - 6	hours per week a maximum of 40 minutes per subject per week
S3 and S4	2 - 8	hours per week a maximum of 70 minutes per subject per week
S5 and S6	4 - 12	hours per week a maximum of 120 minutes per subject per week

What Happens if Homework is Not Done?

- **Stage 1 (for occasional offenders only)** If work is not handed in on the due day staff will request that it is handed in the next day and then refer to homework club if it does not arrive. The referral can be suspended if the homework arrives by morning registration. Teachers keep a record of such instances.
- **Stage 2 (for regular offenders)** If no homework is given in, the teacher will issue a homework letter and the pupil will be referred to homework club the following day. This will be suspended if the homework and letter are handed in by morning registration.
- **Stage 3** If homework still not done there follows a homework detention supervised by SMT.

Parents of those who repeatedly fail to do homework in time may be asked to monitor their child more closely by signing the student planner or actual homework.

How Do Parents Know If Homework Is Not Done?

- A letter home (Appendix 1) will be issued by the referring teacher if homework is not done on time on a regular basis. It must be signed by the parent and returned to the school the next morning.
- If there are more than five referrals to homework club in a six-month period a letter (Appendix 2) will be sent home and the total number of referrals will be recorded on the full report. If this letter is issued, it will be taken into account when deciding whether to send the congratulations postcard home in December and June.
- At any time you may contact the school office to see how many non-completion referrals your child has received.

Supported Study

- A supervised lunchtime club may be attended on a voluntary basis on any day.
- Some subject specific after-school and lunchtime sessions are organized for S4/5/6 immediately prior to SQA examinations.
- Some space in the library is available at break, lunchtime and after school for study
- Some departments encourage pupils to drop in during interval times to complete homework.

Who Checks If The System Is Working?

- Parents are asked to help their child and the school by checking periodically that the pupil has attempted the work set to the best of his or her child's ability.
- Pupils are expected to take responsibility for their own homework in terms of the quality and its prompt arrival.
- The class teacher checks when the home work is in and the quality of it.
- The homework club co-coordinator checks who has failed to attend homework club.
- The guidance teacher keeps an overview of any homework, discipline or other particular problems.
- The Headteacher makes sure the policy is working by discussing problems with parents, teachers and pupils.

Staff Only

Management of Homework

Staff should record the following:

- Homework tasks set for each class.
- Date homework was issued and the date due in.
- That the task has been completed and the quality of the response.

Staff should carry out the following:

- Consult appendix 3 which lists the pupils who for specific ASN reasons require either modified homework or sympathetic responses to non-completion
- Appendix 3 also lists those who currently have guidance issues that make the completing of homework difficult, the appropriate guidance teacher should be consulted before referral to homework club
- Try and ensure pupils have enough time to write homework in the diary.
- Write the homework on the board.
- Use a “HOMEWORK IN” tray
- Encourage the use of the diary/learning log by all. A missing diary/log may be replaced at the office for £2.00
- Make sure that the department has a homework policy set out in the Prospectus which follows the school policy and defines what types of tasks are likely to be set.
- Mark homework quickly and give feedback to the pupil.

In the case of non-completion of homework subject teachers should take the following action as per the flow chart:

- **Stage 1 (for occasional non-completion only)** If work is not handed in on the due day request that it is handed in the next day and then refer to Homework Club if it does not arrive. The referral can be suspended if the homework arrives by morning registration. Keep a record of such instances.
- **Stage 2 (for regular non-completion)** If no homework is given in, issue a homework letter. If this is not returned accompanied by homework the following morning make a referral to Homework Club. Follow up the non-return of the Homework letter by a D1.
- **Stage 3** Non-attendance at Homework Club results in lunchtime Homework detention the following day.

STUDY FACILITIES

The library is available during lunchtime and after school for pupils wishing to complete work and to gain access to computer networks. Homework club is available every lunchtime.

WHOLE-SCHOOL MANAGEMENT

Each department should have a homework policy which reflects the school's agreed procedures. Whole-school policy is to be coordinated by the Headteacher who

- Ensures that the policy is upheld
- Ensures that communication between school and parents and between departments and Senior Management, Guidance, PSE and Learning Support are effective.
- Reviews policy and procedures as necessary
- Liaises with Guidance, PSE and Learning Support staff to monitor / review the homework element of the Study Skills Programme.

Appendix 1 Homework letter sent home by teachers.

Ard Sgoil Ulapuil
Sràid na Muilne
Ulapul
Rois an Iar IV26 2UN

Ceann-Sgoile: R McFedries

Fòn: 01854 612078
Facs: 01854 612793



Ullapool High School
Mill Street
ULLAPOOL
Ross-shire IV26 2UN

Headteacher: Mr Robbie McFedries

Tel: 01854 612078
Fax: 01854 612793

Date :

.....

Dear Parent / Guardian,

..... has not handed in the following homework:

.....
.....
.....
.....

Failure to complete such work will affect pupils' progress and the department's assessment of his/her level of attainment.

We would ask for your support in this matter and would welcome your co-operation in ensuring that hands in homework on the due date. Failure to complete this work will mean a referral to our lunchtime homework club where pupils are given the opportunity to do home work in school.

Please sign this letter where indicated to let us know that you are aware of the situation.

Yours sincerely,

To be returned to by 9:10 am on

ANY RELEVANT COMMENTS

.....
.....
.....

Signature of Parent or Guardian

Copy to Guidance





Appendix 2 The letter sent home if five referrals are accumulated in a 6 month period.

Please ask for/Foighnich airson: Robbie McFedries
Direct Dial/Aireamh Fon: 01854 612078
E-mail/Post-d: ullapool.high@highland.gov.uk
Your Ref:
Our Ref:
Date/Ceann-la: 01 April 2014

Dear

Your son/daughter, _____, has been referred to Homework Club on 5 separate occasions due to a failure to complete set homework on time.

Homework is a planned part of the majority of courses within Ullapool High School and, as such, warrants as much due care and attention to its completion as classwork.

I am therefore seeking your assistance in reinforcing this point with your child and would encourage you to speak to him/her about this at the soonest opportunity.

Should you require further clarification, please do make an appointment to meet with me by calling the school office.

Yours sincerely

BILL CAMPBELL
Principal Teacher
Ullapool High School

Subjects involved:

Homework Policy Flow Chart

Stage 1

(Day 1 for occasional offender)



Give another chance

Stage 2

(Day 1 for regular offender)

Letter home



Success?

Yes



End

No



Refer to Homework Club

Stage 3

Attended home-work club?

Yes



End

No



Lunchtime homework detention

