

Largs Academy Policy Review

Teaching and Learning

Policy and Quality Standards relating to learning at home



# LEARNING AT HOME POLICY

**May 2015**

## **LEARNING AT HOME POLICY AT LARGS ACADEMY**

**May 2015**

Largs Academy provides all young people with the opportunity to work and learn within a respectful and nurturing environment, where achievement is celebrated in class, in school, and within the wider community. We endeavour to change lives and transform the school through inspiring, supporting and challenging young people to take responsibility for their learning, to recognise opportunities, and fulfil their ambitions.

### **Largs Academy vision statement**

Largs Academy is working towards becoming a Rights Respecting School and respecting the rights of young people is central to our school ethos and values. The United Nations Charter on the Rights of the Child, Article 28, recognises the right of the child to an education. The aim of this policy is to support our young people's engagement with homework and study.

We encourage all young people to take personal responsibility for their learning, attendance, behaviour, organisation, uniform and timekeeping. This includes taking responsibility for homework and personal study.

**Our school homework and study policy also aims to develop pupils in each of the four capacities outlined in Curriculum for Excellence:**

#### **Successful Learners**

- All pupils have a right to learn in an environment that is conducive to their full engagement in tasks.
- Teachers have a responsibility to set high expectations for learning and ensure that pupils maintain these standards, providing intervention as required to facilitate this.
- Parents should support their child by developing their learning through encouragement of homework, study and partnership with the school.

#### **Confident Individuals**

- Pupils should be encouraged to be the best that they can be and should receive praise for their good efforts.
- Teachers should use the merit system to reward excellent homework and so boost pupil confidence.
- Parents should be informed when their child experiences success in order that they can celebrate their accomplishments with them.

#### **Effective Contributors**

- Pupils should seek opportunities to contribute positively to the life of the school and their achievement in helping others should be noted.
- Staff should provide opportunities for pupils to contribute to the school and acknowledge and record positive contributions.
- Parents should inform staff of pupil achievements which take place outside of school.

### **Responsible Citizens**

- Pupils have a responsibility to ensure that their own behaviour does not disrupt successful learning for others and that they show respect to all members of the school.
- Teachers have a responsibility to implement the school homework and study policy to encourage all pupils to be all that they can be, whilst respecting the dignity of pupils.
- Parents can support the school by encouraging their children to act responsibly at all times and by working in partnership with staff.

Largs Academy greatly values the impact of homework on the quality of teaching and learning within the school. Homework tasks which are effectively set and which match pupils' learning needs while at the same time providing an appropriate degree of challenge, have a considerable effect upon the success and attainment of all pupils. In a school session, each pupil will spend no more than 15% of their time in school, engaged in formal learning. Quite clearly making homework an integral part of the learning process is tantamount in ensuring that every child is achieving their potential. In addition, learning which takes place at home forms an important and natural link between teachers and parents. It allows parents to find out what their child is doing at school and enables them to become involved in their learning. Homework also allows pupils and their parents to place what is learned in school into wider contexts and it provides opportunities for pupils to think about, practise and apply knowledge and skills in a range of ways. It also allows for further depth and challenge in learning. Homework must also be seen as an important component in the personal development of young people. It teaches self-discipline through managing time effectively, prioritising tasks and meeting deadlines. Homework also plays a part in fostering independent learning as well as encouraging pupils to accept responsibility for their own work. Thus, homework provides pupils with the opportunity to develop skills for learning, life and work, as well as further practice in literacy and numeracy. As a coherent, relevant and progressive part of the curriculum, homework has an important role to play in producing pupils who are successful learners and confident individuals.

### **Definitions**

Homework is work which the pupil does outwith the classroom. Homework can consist of tasks set by teachers, revision for exams, independent research, private reading and other activities which complement or extend the curriculum for the pupil. The nature of the task and the time required for completion will vary depending on the age, stage and ability of the pupil as well as on the requirements of individual subject courses. What all homework tasks will have in common is a meaningful link with work completed in school, allowing pupils to practise and build on what they have learned. Here are some examples of the various forms which homework can take:

- Learning vocabulary and technical terms
- Preparing for speaking tests and oral presentations
- Answering questions (both Knowledge & Understanding and Enquiry)
- Completing practical work
- Researching for written work (using books / internet)
- Preparing an investigation

- Revising for an exam or class test
- Completing work done in class
- Extended reading / Viewing for information (newspapers / TV)
- Practising exam questions by completing past papers

### **Communication**

All pupils are made aware of the importance of homework and of the school's expectations regarding the completion of homework tasks. This message is reinforced at year group assemblies as well as during PSE lessons. All pupils are given a homework diary at the start of each session and they are encouraged to note down all homework tasks in order to plan their work effectively. Diaries are checked by PTGs during PSE lessons. To encourage the formation of good habits in S1 pupils, register teachers and S6 buddies check diaries on a daily basis and pass on to PTGs the names of any pupils who are regularly failing to make proper use of their diary. Homework diaries also provide a means of communication between the teacher and the parent. Parents are encouraged to write comments in their child's diary as appropriate. All parents are issued with a homework booklet at the start of each session. Each booklet details the amount and type of homework that can be expected from different subjects within the school. Information regarding homework is also available on the school's website.

### **Support Arrangements**

All pupils are instructed how to use their homework diaries effectively and to plan their work appropriately in order to meet deadlines. Issues such as time management are discussed during PSE lessons. Pupils are also given study techniques to help with their exam preparation and to maximise their success. Pupils with additional support needs are given appropriate help and guidance by Support for Learning staff. There are lunchtime and after school homework clubs in the school library, providing a quiet working environment for pupils who wish extra support or who do not have an appropriate space at home. Faculties run supported study classes before prelims and SQA examinations. Staff volunteers mentor a few selected pupils who have issues with the organisation and completion of their homework.

### **Correction/Marking/Returning homework**

Homework should be checked regularly to validate it in the eyes of the pupils and to ensure that pupils and teachers can recognise strengths, identify weaknesses and plan for future improvements. The correction of homework will vary depending on the task, ranging from the teacher writing individual comments to peer assessment. Not all homework needs to be written or requires to be marked separately by the teacher. Marking can be done 'round the class' as part of the lesson or can be achieved by question and answer. Pupils can also produce items such as printouts, posters, designs etc as evidence of homework.



## Monitoring

### Teachers will monitor homework by:

- ensuring that pupils note down homework in their homework diaries
- generating a homework letter for repeated non-completion of homework
- keeping appropriate records regarding homework
- informing PTGs of concerns regarding homework
- completing homework monitoring timetables

### Faculty Leader will monitor homework by:

- ensuring that the school and faculty homework policies are followed consistently
- allowing time at faculty meetings for discussing homework issues
- supporting classroom teachers in the issuing of sanctions for non-completion of homework
- issuing faculty homework timetables where appropriate
- liaising with senior management on issues arising from homework policy

### Principal Teachers of Guidance will monitor homework by:

- dealing with homework referrals
- collating individual pupil reports from subject teachers
- sending homework letters
- issuing homework monitoring timetables
- contacting parents
- attending IST meetings

### Senior Management will monitor homework by:

- reinforcing the importance of homework diaries
- carrying out spot checks on homework diaries by visiting classes
- consulting with staff, pupils and parents on the effectiveness of homework policy
- supporting PTs subject and PTGs in dealing with pupils who have repeatedly failed to complete homework
- reviewing the effectiveness of the existing homework policy
- chairing IST meetings and issuing homework detention



## Role of parents

A close partnership with parents can make a real difference to a child's education. When parents and schools work together children do better. Parents are informed of school policy and asked to support it. Parents can support their child in the following ways:

- knowing what the school and teachers expect of their child
- talking to their child about what they are learning and showing an interest in their homework
- checking their child's homework diary to find out which tasks their child has to complete
- helping their child to prioritise homework tasks
- ensuring that their child has an appropriate environment in which to complete homework
- providing help for their child, when possible, when they are completing homework
- communicating with teachers and making comments about homework given
- getting in touch with their child's guidance teacher with any concerns
- encouraging their child to attend supported study

## Role of pupils

Pupils are encouraged to value and appreciate the impact that homework can have on their teaching and learning. Pupils should:

- bring their homework diary to school every day
- keep an accurate note of all homework they are given as well as the dates of test/exams
- practise and build what they have learned at school
- prepare for exams by revising what they have in class
- take greater responsibility for their learning as they progress from S1 to S6
- learn to organise and manage their time effectively
- look for help when experiencing difficulty
- hand homework in on time



## Teaching and Learning: Homework Policy, Quality Standards

**It is the responsibility of the Headteacher and SMT to:**

Quality Standards	Monitoring Arrangements
<p>Ensure that parental support for &amp; involvement in homework is regularly and actively sought e.g. in monitoring, signing and commenting on pieces of homework etc.</p> <p>Ensure that all pupils and teachers are aware of and value the contribution which homework makes to learning and have a copy of the policy on homework.</p> <p>Regularly update the 'Homework &amp; Study Guide' including advice on all aspects of 'Study Skills'. Arrange for the provision of Homework Diaries.</p> <p>Regularly monitor the operation of the policy and ensure that the amount of homework set is appropriate and takes account of demands across the curriculum and of the need for pupils to have reasonable leisure time.</p> <p>Arrange and monitor the provision of extra homework facilities for individual pupils</p>	<p>School publications</p> <p>SMT/Subject links</p> <p>Discussions with parents, staff and pupils</p> <p>Random checks</p> <p>Monitoring of Supported Study arrangements, homework detention and homework mentor programme</p>

**The SMT, Principal Teachers of Guidance and Faculty Leaders will:**

Quality Standards	Monitoring Arrangements
<p>Check that all Faculty Handbooks contain details of the nature, purpose, content &amp; timing of homework in relation to the learning outcomes of all courses.</p> <p>Ensure that these details conform to the whole-school policy and that a summary of them is contained in the 'Homework &amp; Study Guide' for pupils &amp; parents.</p> <p>Arrange that pupils are made aware of the necessity of completing homework on time and to the best of their ability.</p> <p>The agreed whole-school sanctions and any special departmental arrangements are applied consistently and fairly if homework is not completed as agreed.</p>	<p>School and faculty publications and documents</p> <p>Annual reviews</p> <p>Assemblies</p> <p>Homework Detention</p>

<p>The homework is explained to pupils, matches their abilities and offers a range of stimulating and challenging tasks including:          Long-term project/investigative work /Practical activities/          Research/Oral preparation/ reading and written tasks</p>	<p>Discussions, class visits and samples of homework tasks for each year group</p>
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**Faculty Leaders and Teaching Staff will:**

<p style="text-align: center;"><b>Quality Standards</b></p>	<p style="text-align: center;"><b>Monitoring Arrangements</b></p>
<p>Ensure that in correcting homework;</p> <ul style="list-style-type: none"> <li>• All work is corrected and if appropriate, returned within a week</li> <li>• The school correction code is consistently used</li> <li>• Comments on homework aim to assist understanding and offer praise and constructive criticism</li> <li>• Due attention is given to presentation and neatness</li> <li>• Errors are followed up</li> </ul> <p>Check that homework is well planned and supported by appropriate resources.</p> <p>Arrange that all staff maintain a record of homework to include such details as agreed by the department. All additional faculty arrangements for homework, including sanctions, are clearly laid down within the Handbook.</p> <p>Arrange that faculty policy on homework is regularly reviewed and discussed at faculty meetings. Check that current practices are in line with whole-school policy. Contribute to regular reviews of whole-school practices.</p> <p>Include homework tasks within class and corridor displays of pupils work.</p> <p>Consistently apply sanctions and refer to Guidance staff as appropriate.</p> <p>Pupils referred to homework detention or offered a homework mentor as support strategies.</p> <p>Register Teachers actively encourage the use of homework diaries.</p>	<p>Departmental documentation and records</p> <p>Sampling of homework</p> <p>Cross marking/moderation</p> <p>Class visits</p> <p>Evaluation of homework mentor programme and evaluation of the use of homework detention</p> <p>Diary checks during Registration</p>

**Policy Principles from the quality indicators outlined in  
How Good Is Our School? The Journey To Excellence: Part 3**

2.1 learners' experiences	The extent to which learners are motivated and actively involved in their own learning and development
5.3 meeting learning needs	Tasks, activities and resources Identification of learning needs The roles of teachers and specialist staff
5.7 partnerships with learners and parents	Engaging parents in their children's learning and the life of the school Consulting and communicating with learners and parents
5.6 equality and fairness	Approaches to inclusion Promoting equality and fairness Ensuring equality and fairness

# LARGS ACADEMY HOMEWORK CLUB

- **The Homework Club is for homework!**
- **We expect you to complete at least some of your homework during time spent in the School Library after school**
- **You should arrive at Homework Club with your Homework Diary**
- **Ms Newbury, any other staff or S6 supervising students will sign your Homework Diary when you have completed a homework task**
- **If you have no specific homework tasks to be completed, we expect you to spend some time on revision: use BBC Bitesize, or other websites recommended by your teachers**
- **Any pupil logging on to go straight to games' sites will be asked to log off for the remainder of that evening's session**

**Mrs H Burns  
Head Teacher**