Hollygirt School

Homework Policy

2011-12

This policy applies to Early Years Foundation Stage, Junior School and Senior School.

Homework is an essential part of a girl's education and provides an opportunity for the work done in class to be reinforced and developed.

It encourages in a girl habits of self-organisation and concentrated study which add to her learning and enable her to meet the challenge of today's competitive, uncertain and rapidly changing world.

Junior School

Specific guidelines are to be found in the department documentation. Girls are encouraged to work at home on a regular basis, and taught that homework is an important element of their education.

It is expected that all girls will read at home and share a book with their parents. All girls will have multiplication tables and spellings to learn at home.

In addition, girls are given regular, carefully planned homework in academic subjects according to the year plan (see department documentation and Staff Handbook).

A reading diary is provided for all girls to be completed daily.

Homework diaries are provided for girls from Year 3 to be completed daily, signed and checked weekly by parents and teachers.

Incomplete homework is accompanied by a note of explanation from the parent. If there is insufficient reason for homework not done, or poor quality work relative to ability, or no parental explanation is forthcoming, and the girl is Year 3 or above, a 'minus 1' is given with appropriate discussion. Depending upon the circumstances, and where a girl has been warned of the consequences, an order mark may be given for poor homework or homework not done.

All work is marked *(see Assessment, Recording and Reporting).*

Senior School

The Senior Teacher (Curriculum) will formulate a homework timetable and circulate it to staff at the start of the academic year.

If a girl finds that she is given too much homework then she must discuss the problem with her Form Tutor. Each girl is provided with a homework diary which she must take to every lesson. Form Tutors check that this is being used correctly every week.

When homework or classwork is incomplete, the Subject Teacher should follow up with the girl the reasons why the work has not been done and she should be given a chance to complete it.

If work is frequently late or incomplete teachers are asked to mark it but to record a zero in their personal mark book. This will result in a lower overall mark for the term.

If a girl persists in handing in inferior work, incomplete coursework or no homework then the following range of sanctions should be used:

- The girl is given an order mark - 3 order marks in one term result in her being sent to the Deputy Head and the parents are advised.
- The girl will be placed 'on report' and will discuss her progress each day with her Form Tutors and regularly with the Deputy Head.
- The girl will be sent to the Headmistress who will advise her parents.

Homework Diary

Each girl will be supplied with a pre-printed homework diary in which to record homework and other things. Subject teacher will ensure that girls use these diaries effectively. Form Tutors are responsible for issuing the diaries and for monitoring their use. Form Tutors will check and sign homework diaries on a regular basis, normally each week. Parents are also requested to sign the diary once a week.

A Hollygirt homework diary, part of which is customisable by the school, will be issued to all girls in Years 5 to 11. Currently these homework diaries are supplied by Leeds Booklet Printing Company.

The customisable part of the homework diary currently included the following:

- Pupil code of conduct page
- School uniform reminders
- Year calendar on a page
- Details of the school day pages
- Timetable pages
- Homework timetable pages
- Rewards recording pages for each term
- Academic results page
- A page of literacy guidance

The customisable content of the homework diary will be evaluated each year.

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