

Forres Sandle Manor (Academic) Policy

Policy Title	Homework/Prep
Policy Lead (Appointment (& Initials))	Deputy Head Academic (WP)
Date of Last Review	January 2020
Date of Next Review	September 2021

HOMework/PREP

Homework should be planned in connection with the learning that is taking place that day, or that will be taking place in the lessons that follow.

Homework should have a clearly defined purpose, such as:

- To revise
- To research
- To consolidate and practise skills
- To challenge thinking.

It must be clearly explained, accessible to all and so differentiated as necessary.

Homework should not be set merely to fill time. If children can see the point they will be keen to do the task.

Where staff, pupils and parents treat homework seriously, it has the potential to develop a child's:

- Organisational skills
- Time management
- Self-discipline
- Independent study skills
- Attitude to learning
- Potential to reach higher levels of attainment and make greater progress.

At FSM we must aim to provide continuity for children as they progress from year to year. Thus, the challenge of the homework relates to the year. The amount will increase as pupils' progress through the school. Homework effectively extends the time that children spend learning.

PRACTICE AND PROCEDURES

In Lower School no formal homework is set. Parents are asked to listen to and support their child's reading. Children may also take home alphabet sounds and spelling words to learn.

In Years 3 and 4 parents are asked to listen to and support their child's reading and the children are expected to learn weekly spellings and times tables.

During Year 5 parents are asked to listen to and support their child's reading and the children are expected to learn weekly spellings and times tables. In the Spring Term of Year 5, children receive an additional 20 minute homework task per week. In the Summer Term this increases, at the discretion of the class teacher. The purpose is to prepare them for Year 6 and support the attitude that learning is not confined to the classroom.

Junior Boarders are invited to a "Homework Club" three times a week where spellings, times-tables, reading and additional tasks are done with a member of staff.

In Year 6 pupils receive three specific 20 minute homework tasks on Mondays, Tuesdays and Thursdays. As the Boarder's Prep session lasts 30 minutes the final ten minutes is for:

- Independent Reading
- Catch-up work – this must be noted in the journal
- Humanities Enquiry work, as appropriate
- Languages vocabulary revision or vocabulary worksheets.

Y6 children will be strongly encouraged to record their choice in their journal.

It is hoped that that day children will be encouraged to have a similar time-frame for their prep each week at home or when using Private Study.

In Year 7 pupils receive two 20 minute homework tasks on Mondays and Thursdays and receive three on Tuesdays. This is designed to allow pupils to take ownership over when each needs to be completed.

If a child finishes all their prep tasks, (once they have checked their journal for any overdue work) they can: read, challenge themselves to a Learning Centre based task or do some languages revision. Once again, their journal is the preferred way to record their endeavours in each prep session.

In Year 8 pupils receive their 20 minute homework tasks from teachers throughout the week. This will follow the pattern as set out in the Prep Timetable (see example below) but will reflect if lessons have been missed, due to timetable changes. It may be that an individual child may not have prep in a particular subject which they are no longer taught in. In this instance they are expected to use this time to practice their spellings, work on their Enquiry Project and to have a book to read to occupy their time in a meaningful way.

Example Y8 Prep Timetable

	Monday	Tuesday	Thursday
Y 8	English Languages Humanities (rota)	Maths Double Humanities (rota)	Science Languages Catch-up time

Each Year 8 Prep Session lasts for **one hour**. Remember to agree deadlines and make a **clear note** in your journal when the prep is set.

It is the responsibility of each subject teacher to set an appropriate and worthwhile homework on the days stipulated in the “Prep Timetable”. Teachers should mark and return the homework within a week, following the “Marking Policy”.

In the interests of embracing an independent work ethic, all teachers should encourage children to extend their learning beyond the set task, if it is an appropriate route for that child.

ORGANISATION

All pupils in Years 6, 7 and 8 are issued with a Journal. They follow a Prep timetable which is written into their Journal at the beginning of each school year.

When homework is given by a teacher, it is each child’s responsibility to:

- Record the task accurately in his or her Journal at the time it is issued
- Record the “hand-in” date
- Place the completed homework in the relevant teacher’s tray outside the staff room prior to or on the “hand-in” date
- Do the homework to the best of their ability.

Parents and staff are encouraged to use the Journal for communication purposes, about homework or any other issue.

Any child who communicates with their teacher should be allowed extra time to complete a prep, if appropriate.

Any child who is not successful in completing homework to the desired standard, should have their difficulties investigated and targets set.

Any child who consistently fails to hand in their homework will be referred to their class tutor. Any difficulties will be investigated and targets set. Sanctions will be the last resort.

Homework is meant to be an enjoyable and worthwhile activity for all and should not be allowed to cause distress to pupils, parents or teachers.

Staff are asked to record on SchoolBase negatives and positives for preps where appropriate, so we can track those individuals who are either avoiding doing their work, producing work of poor quality, late handing it in or doing particularly well.