



## HOMWORK GUIDELINES

### **Rationale**

It is acknowledged that homework can and should be a valuable addition to the Learning and Teaching Process. The purpose behind the setting of homework is multi-functional and includes the following:

### **Aims**

- 1 To encourage pupils to participate and take responsibility for their own learning.
- 2 To promote self-reliance and self-discipline.
- 3 To develop the habit of Independent learning.
- 4 To reinforce and consolidate on-going class work.
- 5 To strengthen links between home and school.
- 6 To provide opportunities for further practice in important skills.
- 7 To widen learning by using materials/sources of information not available in the classroom, where appropriate.

### **Objectives**

- 1 Homework should have a clear purpose and should be useful in relation to class work.
- 2 It should be related to the ability and needs of the child.
- 3 Homework should include tasks which are varied and offer opportunities which promote Independent Learning.

- 4 It should be explained clearly so that the pupils know what is expected of them.
- 5 Homework should encourage communication and co-operation with parents.
- 6 It should be used in a meaningful way to develop Learning and Teaching outwith the classroom environment.
- 7 Homework should consider appropriate timetables.
- 8 Homework should acknowledge the demands of children's time out of school.
- 9 It should be sensitive to home circumstances.

## **ROLES AND RESPONSIBILITIES**

### **Role of the Class Teacher**

- 1 The teacher's role is to set homework within guidelines.
- 2 It is the teacher's role to explain the purpose of the task and state expectations clearly.
- 3 It is the teacher's role to ensure the tasks are appropriate.
- 4 It is her/his role to provide feedback to pupils/parents. Teacher should forward a letter to parents to inform them if their child has not completed tasks on more than three occasions.
- 5 It is the teacher's role to monitor progress.
- 6 Persistent difficulties with completion of homework tasks should be reported to the Senior Leadership Team.

## **Role of the Pupil**

Children will be encouraged to take responsibility for their homework in the following ways:

- 1 To understand the importance and value of homework.
- 2 To complete and return their homework on time.
- 3 To present their work neatly.
- 4 To look after materials/resources taken to and from school.
- 5 To ensure parents are informed of the nature of their homework.

## **Role of Parents**

Parents will be encouraged to participate and take a partnership in the development of the school's Homework Policy. To facilitate this approach the parents will be invited to:

- 1 Sign all homework tasks and in doing so indicate they are happy with the effort and presentation of the task, not that the work is necessarily correct.
- 2 Ensure that the child does his/her own homework.
- 3 Replace any lost or damaged resources ie reading books, library books and relevant worksheets.
- 4 Provide an appropriate place if possible, for the child to complete homework.
- 5 Provide appropriate resources or access to them, if possible, for the child to complete homework.
- 6 Participate in tasks as/when required.
- 7 Inform the school of any difficulties/problems/concerns regarding homework.
- 8 Encourage and praise their child.
- 9 Review completed and corrected homework showing interest and support.

- 10 Encourage the child to take care of school resources.
- 11 Treat the child's homework as the child's responsibility.

### **Role of the Senior Leadership Team**

- 1 To assist in supporting the roles of pupils, parents and staff.
- 2 To facilitate the implementation of the Homework Policy.
- 3 To monitor the Policy in practice and respond to the issues raised.
- 4 To communicate directly with parents in respect of non-completion of homework.

### **RANGE AND TYPE OF HOMEWORK TO BE SET**

#### **EARLY LEVEL**

Homework at Early level will consist of three components:

Reading  
Phonics  
Mathematics

#### **FIRST LEVEL**

Homework at First Level will consist of three components:

Reading  
Phonics/Spelling  
Mathematics

## **SECOND LEVEL**

Homework at Second Level will consist of four components:

Reading

Spelling

Mathematics

Modern Languages

## **LANGUAGE**

**Reading**

## **EARLY AND FIRST LEVEL**

Practice for the core reading scheme will be set from Monday to Thursday ie four nights. This practice should take ten minutes. Markers or record books will be issued to each child to communicate with parents on the reading to be practised. Sometimes this may be practising vocabulary. This work will already have been prepared in class. Parents will be asked to sign the task and comment as appropriate. Once children are using the Ginn reading scheme, homework will be set at least twice per week.

## **SECOND LEVEL**

Reading will be set by the class teacher and will be related to class work. Record books will be sent home for completion and for parental comments. Reading should be practised as directed by the teacher and should be of ten minutes duration. Sometimes this will be given to be completed over two nights.

## **Paired Reading**

Children will regularly be given the opportunity to borrow from the class library to read at home. At P1, P2 and P3 this should be seen as an opportunity for shared reading between parent and child. As the child's skills develop, they may be able to tackle these texts independently and should be encouraged to do so as appropriate.

## **Spelling/Phonics**

### **EARLY LEVEL**

Phonics/Sounds work will be set at least twice per week (to be returned the next day) and should take ten minutes to complete.

### **FIRST LEVEL**

Phonics/Sounds work may still continue and will be set at least two days per week. This task should take ten minutes to complete. Children up to and including P3 will be given a spelling or phonics task and will be asked to return this the next day. Children will be given a task at least twice per week. Individual teachers will nominate the day(s) this (these) is (are) distributed and returned. This homework will be varied in form and involve much active learning.

Once children are secure in their phonics/sounds work they will progress to the formal spelling scheme. The spelling task will consolidate the work completed in class. At present spelling homework will be sent home **AT LEAST TWICE** in the week. This homework will be varied in form and involve much active learning.

## **SECOND LEVEL**

The spelling task will consolidate the work completed in class. At present spelling homework will be sent home **AT LEAST TWICE** in the week. This homework will be varied in form and involve much active learning.

## **MATHEMATICS**

### **EARLY LEVEL**

Children will be required to practise number bonds/number stories, both oral and written. Children will be given a mathematical task twice a week to complete in order to consolidate work completed in class.

### **FIRST LEVEL**

Children may still require to practise number bonds/number stories, both oral and written. If children are working on number bonds then they will be unlikely to be working on multiplication tables. Children from P1 - P3 will be given a mathematical task twice per week and will be asked to return this the next day. Children from P4 - P7 will be given a task once or twice per week. Individual teachers of P4 - P7 will nominate the day(s) this (these) is (are) distributed and returned.

### **SECOND LEVEL**

Children will be asked to complete mathematical tasks to practise and consolidate class work. Children from P4 - P7 will be given a task once or twice per week. Individual teachers of P4 - P7 will nominate the day(s) this (these) is (are) distributed and returned.

## **MODERN LANGUAGES**

P6 and P7 children will be required to revise and consolidate core vocabulary over the weekend in preparation for the Modern Language classes the next week. Children may also be asked to complete other Modern languages tasks.

## **ADDITIONAL SUPPORT NEEDS**

Additional Support Needs children may have individual homework programmes.

## **ADDITIONAL HOMEWORK TASKS P1 - P7**

During each session, classes concentrate on various topics. Children may be asked to bring in any items/skills/knowledge which would enhance these topics. Children may be asked to prepare classroom talks. Older children may be asked to undertake personal research and to undertake more independent learning and study skills. For example, they may be asked to gather information using computer software, the Internet and reference books.

## **GENERAL COMMENTS P1 - P7**

Homework should consolidate school work. It should also allow the parents to see what the child is doing in school. Homework should give the children the opportunity to develop study skills and time management. For example, not leaving all their work to the last minute. It is also important that the child be provided with a suitable area for the completion of homework tasks. Occasionally unfinished work will be sent home. However, this should not be a regular occurrence. To assist children who have been absent, additional homework may be given on their return to school.



## TIME

As a guide, the table below will give an indication of the tasks and the time that should be required to complete each one.

Stage	Overall time Allocated per task (approx)	Homework	Frequency	Time per task (approx)
Early Level	20 minutes	Reading Phonics Mathematics	4 nights 2 nights 2 nights	10 minutes 10 minutes 10 minutes
First Level	30 minutes	Reading Phonics/Spelling Tables/Maths	4 nights 2 nights 1/2 nights per week*	10 minutes 10 minutes
Second Level	30 minutes	Spelling Tables/Maths **Modern Languages	2 nights 1/2 nights per week* 1 night	10 minutes 20 minutes

\* usually given near the beginning of the week for return near the end of the week or two smaller tasks per week.

\*\* From P6 onwards.

## EARLY LEVEL

Reading Folder

Reading Book

Reading Marker/Record Book

Homework sounds jotter

Homework number jotter

Relevant number bond worksheets

Relevant mathematics consolidation tasks

Class library book

## **FIRST LEVEL**

Reading Folder  
Reading Book  
Reading Marker/Record Book  
Phonics worksheets/jotter  
Spelling worksheet  
Homework spelling jotter  
Homework mathematics jotter  
Relevant number bond worksheets  
Relevant mathematics consolidation tasks  
Class library book

## **SECOND LEVEL**

Homework folder  
Spelling worksheet  
Homework spelling jotter  
Individualised Library Book  
Homework mathematics jotter  
Relevant mathematics consolidation tasks  
\*Modern Languages vocabulary jotter  
\*Modern Languages worksheets

\*P6 & P7 only

Updated February 2010