

# **Homework Policy**

## **St James Senior Boys' School**

### **Appendix 1: Missed Homework flow map**

### **Appendix 2: Missed Homework Form (Please print on Green)**

#### **Aims of the Policy**

Homework is a key aspect of the learning process. It should help pupils to reinforce the work undertaken in the classroom and it should help them to develop the skills and practice of independent study.

Setting and marking homework enables teachers to assess boys' understanding regularly and to reinforce and extend work done in lessons. Homework also offers an important opportunity for the boys to learn the pleasure and good habits of private, independent study. The standards are very high and the expectation is that all homework will be completed to the best of a boy's ability and on time.

Teachers must ensure that the homework set is differentiated according to the ability range of boys in their group.

All members of staff are required to set homework in accordance with the current school homework policy. Each academic department will have its own guidance to offer on the nature of tasks to be set to different year groups. The amount of homework set varies according to each year group.

Pupils in Years 7-8 are issued a homework timetable, designed by the Head of Year. Each boy receives 2 pieces of homework each night, both 20 minutes long. Over the weekend he will have 3 homeworks and an online Maths homework. In order to improve academic progress the homeworks should be summative tasks based on what has been learnt in previous lessons. There will also be a dedicated 15 minute period each evening for learning vocab, play lines, spellings or anything else the boys feel they need to spend time learning. This is designed to encourage

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Homework Policy V7 – RB

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independent learning and allows learning to be spread over the week. Any subject can use this learning time where appropriate. Boys in Year 7 and 8 are expected to hand in their homework the morning after the scheduled session.

Pupils in Year 9-11 will be set one homework per week per GCSE subject taken. Teachers, when they set homework, will allow three evenings (minimum) to complete the work set, where the weekend counts as one 'evening'. For example, a piece of work set on Friday cannot be due earlier than Wednesday the following week. Students should expect to do approximately 1 hour of work per subject. Languages (both Classical and MFL) and Mathematics can set one other piece of homework per week due THE NEXT DAY. It is intended that this homework be a learning homework, designed to directly link between lessons.

Students in the 6<sup>th</sup> Form are set regular homework by their teachers. Students should expect to do a minimum of 4 hours of work per subject outside lessons. This work should be done at home and in free periods.

### Recording Homework

All homework is set and recorded on the Firefly system. Boys are encouraged to have the Firefly App on a smart phone or iPAD. Otherwise, they can check on the Firefly website. 6<sup>th</sup> Form students are also given a diary in which they may record homework if they wish.

### Good homework

Each department will have different methods of commending good homework. Praise can be in the form of commendation merits, stickers or stamps on the relevant homework. Commendation postcards may also be used for consistently good homework which is sent home. Examples of good work are displayed in classrooms to give other pupils an idea of what they should aspire to. Like all good work at St James, good homework can be entered into the Quality of Work Awards presented at regular Assemblies and displayed in the main corridor.

### Failure to complete homework

If a pupil fails to submit homework at the correct time, the subject teacher makes a judgement as to why this has occurred.

If a pupil has not understood the requirements of the task, or has not put enough effort into a task, a teacher will arrange a catch-up detention with the student. This session will be at a time convenient for the teacher (Lunchtime or after school). If a pupil does not hand in homework and has no reasonable excuse, a teacher should also arrange a catch-up detention. The detention's length is at the discretion of the teacher, therefore a minor offence (like forgetting to hand it into the locker on time) can be differentiated from a major offence (like not handing in work for the second or third time).

Teacher procedure if work is not handed in (Years 7-11):

1. Decide whether it warrants a catch-up session
  - a. Discuss with the student why the homework was missed
  - b. Take into account the pupil's individual circumstances and any relevant SEN (Take advice from the Form Teacher)
  - c. Decide whether this is a valid excuse or whether the student should attend a catch-up detention
  - d. Decide when the catch-up detention will occur and communicate this clearly to the pupil – use the Green Slip provided
2. Fill in the "Missed Homework" (Green Slip) and place in the Missed Homework Forms tray.  
An administrator will:
  - a. Log the Missed Homework on SchoolBase
  - b. Email the boy's parents with the details of the homework missed and time of the catch-up detention

3. Ensure the student attended the catch-up detention and that the missed homework has been done. The subject teacher has the responsibility of following up missed work. If the work continues not to be done, the subject teacher must inform the Form Teacher and make direct contact with the parents of the boy to inform them of the situation. If the student does not attend the catch-up session, the teacher may issue him with a Red Card for a disciplinary misdemeanour (see Behaviour Policy).

### 6<sup>th</sup> Form

The Head of Department for the relevant subject should take action in case of incomplete homework. This action should support the student to complete the required work and could involve meeting the student after school for a tutorial, communicating with parents regarding study habits etc. In the case of repeated failure to complete homework, this is communicated directly to the Head of 6<sup>th</sup> Form and/or the student's Tutor. The Head of 6<sup>th</sup> Form can also put students into 6<sup>th</sup> Form Supervised Study session to complete required work and will also communicate directly with parents.

### Catch-up Detention

This is held by the teacher in charge of the lesson where homework has been missed and/or a member of the same department, at a time organised by the teacher.

If necessary, a teacher may utilise the timetabled after-school disciplinary detention at the discretion of the Head of Year.

Ideally, the catch-up detention should be used to catch up with the missed work. If a boy has already completed this work, but the teacher still wants him to attend the catch-up detention (as a punitive measure to encourage him or other boys to get work done on time), he may do any purposeful work in detention, as long as it is individual work in silence. They may not read. If a pupil has "no work to do", they should be set a Grammar task (from a text book available in the staff room).

**If a pupil fails to attend a catch-up detention without a valid reason he is given a red card.**

### Regular missed homework

If the pupil receives three or more Missed Homeworks (as recorded on SchoolBase) in a half term this will be monitored by the Form Master who will make direct contact with parents. He/she may feel a Saturday detention is appropriate.

In this case, a meeting should then be arranged with the pupil's parents. Either or both the Head of Year and Form Teacher should be present at this meeting. If the boy is supported by Learning Support, a representative from this department could also attend the meeting. Points that should be discussed are:

- What is the current homework time schedule at home?
- Is this working?
- If not, how can the pupil be better supported to complete his homework?

The meeting should be concluded with agreed action points, which should be confirmed by letter or email to the parents. **It is important to note that frequent failure to complete required homework tasks is grounds for the school to refuse to enter a boy into public examinations. Furthermore, the school will have grounds to not allow a pupil to progress into the next year group.**

The boy should then be monitored carefully and any further problems should be reported to the Head of Year and/or Form Teacher.

If a pupil fails to attend a Saturday detention the matter is passed over to the Head of Year who will investigate and take the appropriate action.

#### Involvement of Form Teachers in homework issues

It is important for Form Teachers to be aware of boys who are having trouble managing their homework in their form. They should check the Sanctions column in SchoolBase regularly.

#### Help for boys who struggle with homework

Form Teachers and Heads of Year should monitor which boys have particular homework problems. These boys may simply need guidance how homework should be tackled. The Homework Club – a

regular after school session in which to do homework with staff support in the library – is also available for boys who wish to attend.

Boys who struggle with homework will also be referred to the Learning Support Department where further assistance will be offered in the form of organisational tutorials and advice.

**Policy Re-Written by:** Charles Neave – Deputy Headmaster Academic

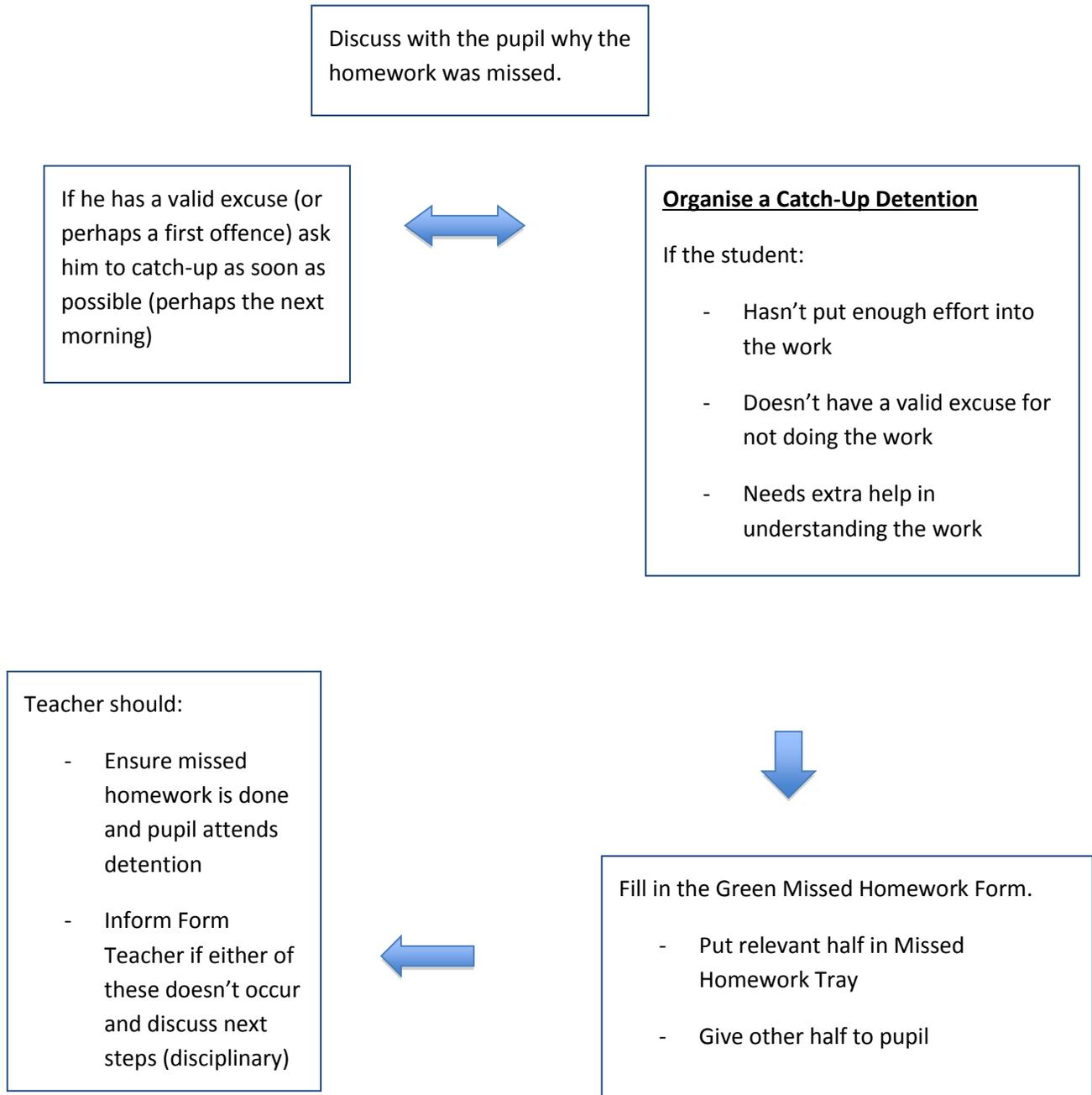
**Reviewed by:** Headmaster and SMT

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**Approved by:** .....

**Date:** .....

## Appendix 1 – If a Pupil misses his homework:



**Missed Homework Form (for Admin)**

Name: \_\_\_\_\_ Form: \_\_\_\_\_ Subject: \_\_\_\_\_

Homework title: \_\_\_\_\_

Subject Teacher: \_\_\_\_\_ Date due: \_\_\_\_\_

Catch-up detention Date: \_\_\_\_\_ Time: \_\_\_\_\_

Length of time: \_\_\_\_\_

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**For the student:** Name: \_\_\_\_\_

You missed the deadline for your homework in \_\_\_\_\_.

Catch-up detention Date: \_\_\_\_\_ Time: \_\_\_\_\_

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Homework title: \_\_\_\_\_

Subject Teacher: \_\_\_\_\_ Date due: \_\_\_\_\_

Catch-up detention Date: \_\_\_\_\_ Time: \_\_\_\_\_

Length of time: \_\_\_\_\_

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**For the student:** Name: \_\_\_\_\_

You missed the deadline for your homework in \_\_\_\_\_.

Catch-up detention Date: \_\_\_\_\_ Time: \_\_\_\_\_

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