

# **OCKLYNGE SCHOOL HOMEWORK POLICY**

**(September 2015)**

## WHY SHOULD CHILDREN BE GIVEN HOMEWORK?

- It enables children to prepare for and extend learning about the curriculum.
- It encourages children to work independently as they get older and to take on more responsibility for their learning.
- It develops the confidence and self-discipline that children need to study on their own.
- It prepares children for the requirements of secondary school.
- It blurs the divide between school work and work at home, therefore encouraging the child to view skills and knowledge learned at school as relevant to life, not just to school.
- It develops an effective partnership between school and home in pursuing the aims of the school.
- It taps into learning resources of all kinds which can be found in the home (e.g. using family history for historical studies at school, research on the home computer).

## **OCKLYNGE HOMEWORK POLICY**

### **FOREWORD**

The homework policy at Ocklynge School has been regularly revised over the years to keep it relevant and appropriate to the busy lifestyles of today. The main purpose continues to be to help build effective home / school partnerships and to recognise the value that exists from continuing learning from school into the home environment.

### **WHAT TYPES OF HOMEWORK CAN I EXPECT?**

Homework will always be relevant to current, planned schemes of work. It will be purposeful and appropriate.

The main focus in school will be on English and numeracy. As the children become older there may be opportunities for other areas of the curriculum to be included in the homework timetable.

Types of homework set will be as follows:-

1. Spelling and tables practice.
2. Consolidation of work done in class.
3. Reading for enjoyment.
4. Reading in preparation for lessons.
5. Revising concepts and knowledge previously introduced.
6. Project research.
7. Media studies.
8. Preparing oral presentations.

### **HOW MUCH TIME SHOULD MY CHILDREN BE SPENDING ON HOMEWORK?**

We have suggested below only an approximate guide to the amount of time that children should be expected to spend on homework because children have very different interests and work at different rates. However, if you are concerned at any time about the amount of time your children are spending on homework, then please talk to your child's class teacher.

YEAR	DAILY TASKS	TIME	WEEKLY TASKS	TIME
Year 3	Spelling or mental maths games	10 mins	Alternate weeks of (usually) English or maths – set by the teachers in response to children’s needs and learning outcomes Occasionally there may be a more creative piece of work set, which is optional, and could be set over a 2 weeks period.	20 mins
	Reading	10 mins		
Year 4	Spelling or mental maths games	10 mins	As above	20 mins
	Reading	10 – 20 mins		
Year 5	Spelling or mental maths games	10 mins	As above	30 mins
	Reading	10 - 20 mins		
Year 6	Spelling or mental maths games	10 mins	As above, to include other areas of the curriculum	30 mins
	Reading	10 – 20 mins		

### HOW WILL I KNOW IF MY CHILDREN HAVE ANY HOMEWORK?

Every child in the school has daily (4 days each week) reading and spelling practice. On the 5<sup>th</sup> day (Friday) a specific task will be set. It will be given out on a Friday and should be completed and handed in by the following Tuesday. Full instructions for these tasks will be in the special homework books which school will provide.

### HOW WILL THE TEACHER AND I COMMUNICATE?

You can write any comments about how your children found the homework below the work they have completed.

Teachers will mark any written work and may add any comments below the written task. Daily practice of tables or spellings will be tested in school hours.

## WHAT CAN I DO IF MY CHILD FINDS THE HOMEWORK A PROBLEM?

All homework set should be achievable by all children. At the beginning of the exercise book there will be a list of symbols to indicate how much you should help your child with the homework. On the instructions for each task a symbol will be drawn giving you an idea of how much help needs to be given for that task. If your child repeatedly finds the work too hard, then contact the class teacher.



can do alone



may need some help



will need your help

If your child is unable to complete homework due to other commitments/difficult family circumstances etc. please let the class teacher know.

## WHAT IS THE TEACHER'S ROLE?

To ensure that tasks are set regularly and in accordance with the guidelines in this policy – copies of the homework for each year group can be found on the school website.

To provide feedback to the children after the task is completed, either through test results, discussion with the children, marking by teacher or possibly written comments in the homework book.

To administer a system of rewards for children completing their work and doing their best with tasks set.*ie* merit marks.

To check homework books regularly to ensure that homework is being completed and parents have confirmed that they have heard their child read each week.

To inform parents/guardians when their children are not completing homework by sending a note home.

To respond to any parental concerns.

To encourage children to complete their homework by discussing this policy and the importance of homework with the children.

To provide homework books.

### WHAT IS MY ROLE AS A PARENT?

Your interest in your children's homework is very important. This does not always mean helping with the task, but just a few simple questions before and after will indicate your interest.

If possible take a few minutes to discuss this policy and the value of homework with your children.

Encourage your children to get into the habit of finding somewhere quiet and settling down to do the task as close to the end of the school day as possible.

Teachers will only know if the daily tasks have been completed by your signature, so please remember to ensure your children have completed their homework and sign the sheet.

Find a few spare minutes to help with a task when the teacher has indicated that your help may be needed.

Feel free to contact the class teacher whenever a problem arises.

Monitor the amount of time that is spent on homework and contact the class teacher about any concerns.

Some kind of involvement with your children – reading a bedtime story for example – will give a clear sense of approval and caring, thus helping them in their progress.

### WHAT IS THE CHILD'S ROLE?

Teachers and parents will discuss our homework policy and the importance of homework with the children.

Children's views on homework are included in the policy.

Children should take responsibility for ensuring that they bring their homework book to and from school when it is needed.

Children must try and keep their book in good condition by covering and reinforcing it.

Children must complete their homework each day and ask parents to sign their book.

Children should speak to their teacher about any concerns, problems or successes.

## HOW CAN I ENCOURAGE MY CHILDREN TO DO THEIR HOMEWORK?

Talk to them about the importance of homework using the reasons we have given in this policy. Use both adults' and children's reasons.

The homework that the children have completed will be used in class work. If your children have not completed theirs, they may be at a disadvantage during a following session.

If homework is not done regularly then you will be informed. Homework will always be set.

Habit is all important. Try to encourage your children to do their homework at a regular time when they are not tired.

Explain to them that they will receive awards for both regularly completing homework and for doing their best on their homework. A special treat from home goes down well too! Homework is often shown in our 'good work assemblies' and contributes to our system of marks to gain merit certificates.

## WHAT HAPPENS TO CHILDREN WHO REPEATEDLY DO NOT COMPLETE HOMEWORK TASKS?

Every effort will be made in school to encourage children to do their homework by:

- Holding class discussions on the importance of homework.
- Merit marks for regularly completing good homework.
- Feedback on tasks will sometimes be public or in a group, therefore children who have not done their homework may be embarrassed by their inability to contribute to class discussions.
- Where possible setting up a homework club in school for children to attend who find it hard for a variety of reasons to do the homework at home.
- If it is not done for three weeks in a row, there will be an expectation that children will do the homework during the school day i.e. breaktime/golden time

If a pattern of uncompleted homework begins to emerge, a note will be sent to the child's parents to inform them of this.

Sandra Denton

Acting Headteacher

### YEAR 3

You should spend 10 – 20 minutes each day reading a book. This can be with your parents or on your own. The book can be one from home OR school. You also need to spend 10 minutes each day practising the spellings that you will have been given at the beginning of each week and developing your mental maths ability.

Please ensure that your mum or dad signs your reading daily or at least once a week. When you have done your writing or played your game then they can write a comment in your book if they want to.

Once a week your teacher will give you a task to complete which will be instead of your daily reading, maths and spelling practice.

This weekly task will be alternate weeks maths or English.

The instructions for the task will be given on a **FRIDAY** and stuck in the homework book. On the bottom of each sheet will be space for one of your parents to sign if you have done your daily tasks.



can do alone



may need some help



will need your help

The instructions will include particular methods for doing the task if relevant (e.g. a method of performing a mathematical calculation that you have been taught). Using the smiley faces above will also indicate how much help you may need with that task. You should complete the task on the next available page or on the work sheet that has been stuck in your book.

This work should be handed in on **TUESDAYS**.

## YEAR 4

You should spend 10 – 20 minutes each day reading a book. This can be with your parents or on your own. The book can be one from home OR school. You also need to spend 10 minutes each day practising the spellings that you will have been given at the beginning of each week and developing your mental maths ability.

Please ensure that your mum or dad signs your reading daily or at least once a week. When you have done your writing or played your game then they can write a comment in your book if they want to.

Once a week your teacher will give you a task to complete which will be instead of your daily reading, maths and spelling practice.

This weekly task will be alternate weeks maths or English.

The instructions for the task will be given on a **FRIDAY** and stuck in the homework book. On the bottom of each sheet will be space for one of your parents to sign if you have done your daily tasks.



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The instructions will include particular methods for doing the task if relevant (e.g. a method of performing a mathematical calculation that you have been taught). Using the smiley faces above will also indicate how much help you may need with that task. You should complete the task on the next available page or on the work sheet that has been stuck in your book.

This work should be handed in on **TUESDAYS**.

## YEAR 5

You should spend 10 – 20 minutes each day reading a book. This can be with your parents or on your own. The book can be one from home OR school. You also need to spend 10 minutes each day practising the spellings that you will have been given at the beginning of each week and developing your mental maths ability.

Please ensure that your mum or dad signs your reading daily or at least once a week. When you have done your writing or played your game then they can write a comment in your book if they want to.

Once a week your teacher will give you a task to complete which will be instead of your daily reading, maths and spelling practice.

This weekly task will be alternate weeks maths or English.

The instructions for the task will be given on a **FRIDAY** and stuck in the homework book. On the bottom of each sheet will be space for one of your parents to sign if you have done your daily tasks.



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The instructions will include particular methods for doing the task if relevant (e.g. a method of performing a mathematical calculation that you have been taught). Using the smiley faces above will also indicate how much help you may need with that task. You should complete the task on the next available page or on the work sheet that has been stuck in your book.

This work should be handed in on **TUESDAYS**.

## **YEAR 6**

You should spend 10 – 20 minutes each day reading a book. This can be with your parents or on your own. The book can be one from home OR school. You also need to spend 10 minutes each day practising the spellings that you will have been given at the beginning of each week and developing your mental maths ability.

Please ensure that your mum or dad signs your reading daily or at least once a week. When you have done your writing or played your game then they can write a comment in your book if they want to.

Once a week your teacher will give you a task to complete which will be instead of your daily reading, maths and spelling practise.

This weekly task may be on any subject area but will mostly be maths or literacy.

The instructions for the task will be given on a **FRIDAY** and stuck in the homework book. On the bottom of each sheet will be space for one of your parents to sign if you have done your daily tasks.



can do alone



may need some help



will need your help

The instructions will include particular methods for doing the task if relevant (e.g. a method of performing a mathematical calculation that you have been taught). Using the smiley faces above will also indicate how much help you may need with that task. You should complete the task on the next available page or on the work sheet that has been stuck in your book.

This work should be handed in on **TUESDAYS**.

Procedure for children who do not do their homework!

1. If a child does not do their work, reading or written and returns their homework book incomplete, please comment to parents in homework book.
2. Do this for two weeks running.  
  
e.g. "Mr. Brown, Please note Julian has not completed homework as set this week."  
  
2<sup>nd</sup> week "Mr. Brown, Please note that this is the second week running that Julian has not completed his homework."
3. After two entries in homework book from you, then send a note or a copy of the letter attached, by post to parents.
4. If the homework book is lost or not returned, a telephone call or note may be sent home.
5. Speak to parents on parents evening. If not one in that half-term, phone parents to let them know homework is being set, but not done.
6. If the homework is not done three weeks in a row, then there will be an expectation that the child will do it during the school day – i.e. break time/golden time

## LETTER

Date:

Dear

At Ocklynge School, homework is considered to be an important part of your child's education, for the following reasons:-

- It enables children to follow further the interests they have developed in school;
- Children begin to develop the habit of regular unsupervised work;
- It extends amount of time available for children to study.
- It consolidates the learning they have done in class

However, I have noticed recently that \_\_\_\_\_ has not handed in his/her homework on the last \_\_\_\_\_ occasions.

I would ask for your support in this matter to help \_\_\_\_\_

to remember to complete his/her homework by the date set. Class

homework is given out on a Friday and is due back on the following Tuesday.

If you have any queries or worries, please do not hesitate to contact me.

Yours sincerely,

Class teacher