



## ***St. Francis' College Prep Homework Policy***

### **Introduction**

The 'College' refers to all the staff and pupils of the Prep department and Senior School which includes Early Years Foundation stage (EYFS), Pre-prep (Key Stage 1), Prep (Key Stage 2), and Senior School (Key Stages 3-5).

St. Francis' College is an independent selective, day and boarding school of approximately 410 pupils between the ages of 3 and 18 years.

### **Ethos**

The Prep seeks to achieve a balance in terms of homework and extra-curricular activities. St Francis' College believes that homework plays an essential role in the curriculum and should be set regularly for all pupils. Staff and pupils regard homework as an integral part of the curriculum - it is planned and prepared alongside all other programmes of learning. Homework is marked according to the Prep Marking Policy.

### **Purposes of Homework**

- Part of our teaching should take account of the need to support pupils in the development of the skills necessary for successful independent study.
- We regard homework as an opportunity for pupils to develop independent learning skills. Therefore, homework is formally recorded, by pupils and staff and the outcomes are monitored.
- Homework provides an opportunity for differentiation at all levels and should be an encouragement to individual pupils to develop research and project work skills e.g. Explorer Homework, Extension and Enrichment activities.
- Not all homework needs to be a written task, but whatever the task is it should be clearly defined for pupils.
- Homework should be purposeful, consolidating and sometimes fun!

## Guidelines for Homework

Homework begins from Reception with reading books and spellings to take home and builds up over Key Stage 2. Each year group will have a specific timetable sent home and the amount of time to be spent on homework each night will be clear. Key Stage 1 girls have a Reading Record Book.

Reception – Reading time and spellings as appropriate.

Prep I - 20 minutes

Prep II - 20-30 minutes

Prep III - 30-40 minutes

Prep IV - 30-45 minutes

Prep V - should not exceed 45 minutes

Prep VI - should not exceed 45 minutes

The older girls have a homework diary or planner with details of all work to be done. The purpose is to develop a partnership between home and the College and to consolidate and reinforce skills and understanding. As the girls get older it gives them the confidence and self-discipline to study independently and to extend their knowledge.

- Within the Prep dept. clear standards need to be established for pupils and staff about the quality of work expected from homework time.
- Staff should ensure that the tasks are an integral element of lesson planning and build the feedback from the homework into a following lesson.
- When setting homework make it clear to pupils when and if outside assistance is appropriate.
- Adhere to the published timetable when setting homework.
- Homework should be communicated clearly and understanding of tasks checked.
- Collect feedback on the success of the tasks set. This can be undertaken through the use of questionnaires, homework diaries, record sheets or even the pupils' exercise books. Problems and successes should be reviewed.
- Homework should be completed to a satisfactory standard and handed in on time. Regular failure to do so should be followed up, initially through the Form Tutor.
- Parents and study tutors are expected to check homework diaries and ensure homework is completed.

## Responsibilities

**It is the responsibility of the Form Tutor** to ensure that pupils and parents are aware of homework timetables and expectations about the amount of time girls should spend on homework, regular reading and reinforcement of school learning. This information is included on class timetables: pupil planners for Preps V and VI, homework diaries and reading record books for younger classes, parent handbooks and curriculum overview documents.

**It is the responsibility of the Form Tutor** to monitor the recording of homework and any responses from parents and inform parents of any issues or lack of homework.

**It is the responsibility of each Head of Key Stage** to give guidance to the Form Tutor about the appropriateness of homework tasks and to plan in the longer term for resources through work scrutiny. They should ensure subject staff are setting appropriate homework and that it is marked and returned in accordance with the Departmental Assessment Policy.

**It is the responsibility of the Form Tutor / Specialist Teacher** to set homework tasks and return them to pupils as soon as practicably possible, providing relevant feedback. This may be through class work (for example class discussion or feedback on work of which the homework assignment is a part) or through tests (for example tables and spellings), or through individual comments from their Form Tutor / specialist teacher (for example on written assignments). Providing individual written feedback is, of course, demanding on teachers' time. The range of tasks set for homework should take this into account, with the aim of keeping the workload of teachers manageable. Other strategies to achieve this objective should also be employed, such as asking pupils to review their own work in small groups.

### **Monitoring and Review**

Heads of Key Stages and Head of Prep will monitor homework through discussion with pupils and teachers and by checking books and homework planners

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