



AYESHA COMMUNITY SCHOOL

ACS Homework Policy

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Homework Policy for ACS 2014-2015 v1
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Homework Policy

All homework set must be marked and feedback given to pupils within one week. In exceptional circumstances where this target cannot be met, the teacher must give an explanation to pupils and inform the HOD or Deputy Headteacher.

It is the teacher's responsibility to ensure that homework is marked regularly and constructive feedback is given.

The HOD's, DH and the Headteacher will randomly check exercise and homework books from different year groups, sign and date the work as checked or keep records/ logs.

The HOD's, DH and the Headteacher will also randomly monitor the whole marking scheme.

All pupils are expected to do homework, which is essential part of their education.

1. Homework should be set to all pupils in accordance with the published homework timetable.
2. The objectives in setting homework include:
 - ✍ Developing perseverance.
 - ✍ Making more rapid progress.
 - ✍ Involving parents and other adults in pupils' work.
 - ✍ Developing self-study skills.
 - ✍ Training for external examination coursework and revision.
3. We should be aware of the drawback of setting homework. These include:
 - ✍ A difficult home environment for study.
 - ✍ A potential discipline problem.
 - ✍ Encroaching upon time in which a student might be engaged in worthwhile 'interests/activities'.
4. Often homework will form an integral part of the course, but there may be occasions in some subjects where the current topic does not easily lend itself to the setting of homework. In such cases there is no reason why homework cannot be set on unrelated topics, and it can be advantageous for departments to keep stock of 'homework worksheets' for such occasions.
5. As a guideline students should be spending 1 ½ to 2 hours on homework each evening. Each pupil will normally be given 3 sets of homework per evening or as revised in the weekly plans.
6. The responsibility for setting homework and for any follow-up that may be necessary is that of the subject teacher.

7. All homework assignments should be entered by pupils in their homework exercise books during the lesson or as appropriate and sufficient lesson time should be set aside for this. In some cases it may be appropriate to set a series of homework's some weeks in advance.

The copy books should be a four-way communication, between pupil, parent, form tutor and subject teacher. The form tutor should inspect and sign each pupil's diary each week, during registration.

Comments (e.g. use of the red comment stamp etc,) should be made when the subject teacher learns of such occurrences. Pupils must complete every section of their homework copy books and indicate whether or not homework was given or they were absent.

Parents should also sign at the end of each week and should be encouraged to comment if, for example, they felt that the pupil is spending too little time over homework or having excessive difficulty with it.

If the homework has not been completed, the subject teacher is required to comment in pupils homework diary. Hopefully this will prove an effective early learning device to group tutors and parents when pupils are defaulting over homework.

8. The usual channels of referral should be used (concern slip / student incident document) for those pupils persistently defaulting over homework. (see discipline policy)
9. It is the responsibility of the subject teacher to supervise pupils who are in homework detention.
10. Homework problems must be raised during Parents Evening.
11. Pupils must not use red pen to write in their diaries. Only teachers to use red pen.

Purpose of Homework

Homework is valuable for many reasons:

- Helping pupils make more rapid progress
- Developing self-study skills
- Allowing practice of skills learned at ACS
- Involving parents in the learning process
- Providing opportunities for research
- Developing perseverance periods of time
- Giving pupils experience of working to deadlines

Nature of Homework

Homework may take many forms and over the year a wide range of types of homework will be given:

- Answering questions to consolidate work done in class

- Completing work started in class
- Reading in preparation for the next lesson
- Learning for a test
- Doing research for a project (e.g. going to the library, searching the internet, watching TV)
- Making models
- Completing coursework
- Reading set texts
- Quran memorisation

Procedures

Homework at ACS is set according to a homework timetable that is published each year. As a guide pupils will normally be given homework in subjects accordingly each evening.

In Year 1-6 pupils should expect to spend about 1 hour per evening on homework. In grades 7-9 this will increase to about 1 a half hours. In grades 10 & 11 pupils will be expected to spend approximately 6-8 hours a week.

All homework set should be recorded (no red ink to be used) in the spaces provided in the pupils' homework exercise books. This should include details of when the homework needs to be completed.

Responsibilities of the Teacher

- To ensure that homework is set in accordance with the homework timetable and that pupils understand the task that has been set
- To mark and give constructive feedback in line with ACS and department making policies. In normal circumstances work will be returned marked within a week.
- To keep records of homework marks
- To inform the Headteacher, DH, Head of Department, and/or parents if a pupil's homework is persistently not done or done without proper effort. (The proforma below can be used to record instances of non-completion)

Teachers are expected to mark homework, tasks/activities and notes made by students. Any work copied from the whiteboard needs to be labelled by students with a B in the margin and work copied from a textbook need to have 'T' written in the margins. These do not need to be marked by the teacher but any spelling; grammar or punctuation errors need to be acknowledged using the marking symbols. When students are peer assessing one another's work, they should be using green ink and if they are self assessing their work this should be done in blue ink. Students must always write in black ink. These rules should be given to students so that they can stick it on the front covers of their exercise books. In the event that they do not have the correct ink colour, students need to write in black ink in the margins 'peer assessment' or 'self-evaluation'. Please see below:

Guidelines for the presentation of work and marking:

- Always use **black ink**
- For Peer assessment use **green ink**
- For self-evaluation use **blue ink**
- For teacher marking use **red ink**

- In the margins, write B-If the work is copied from the board
- In the margins write T-If the work is copied from text books.
- Always underline your title and date using a ruler
- Do not rip out pages from your book
- Ensure all worksheets are stuck in neatly and are clearly labelled
- Do not doodle on your books
- Ensure that your handwriting is neat and legible at all times

Responsibilities of Pupils

- To ensure that homework is completed on time to the best of their ability and given in for marking at the correct time.
- To record homework set in their planner

Responsibility of ACS

ACS will check that the above procedures are carried out:

- Form teachers will regularly check and sign exercise books (normally once a week).
- Heads of Department and Senior Staff will perform random checks to ensure homework is being set and marked.
- Parents will be informed regularly via their child's Its Learning platform or homework copy book and in writing by the HOD if the matter becomes a cause for concern.

A document outlining the homework policy will be available to parents and included in the Parent Handbook

Responsibility of Parents

- To check that their sons are doing the homework set
- To provide adequate conditions, wherever possible, to do the homework
- To encourage their sons to do homework to a high standard
- To show in interest in their child's ACS work
- To check and sign their child's homework / exercise books each week and make comment if they wish.

Homework Concern - If missed 3 times in a term.

Subject _____ Name _____ Form _____

Teacher _____ Date _____

Pupil's Statement

I did not hand in my completed homework at the due time because: _____

Signed _____

Action to be taken:

cc. HOD/DH/HT

Teacher's Signature _____

This table gives the types of homework given and how you can help:

TYPE OF HOMEWORK	WHAT YOUR CHILD DOES	WHAT YOU CAN DO WITH YOUR CHILD
Learning	Learn and remember certain words, fact details or rules	Act as question master, or a tester
Completing	Work already started in MJIS is to be finished at home	Look at whole pieces of work and make useful comments - ask what it is about. Check spellings and neatness
Writing Up	Write up work done in MJIS or write a finished version of rough work done at home	Talk about it, what it is about. Look at whole pieces of work, check for neatness, spelling, that it makes sense and is your son's best work
Questions	Answer questions after a lesson's work	Check answers. Do they give the exact information required?
Finding Out	Search for information on given subject. Part of work should be done in ACS or by using books at home	Help and encourage if he gets stuck. Suggest where to find the information. Check the final result
Revision	Learning work for a test or examination	Get your child to explain the work to you. Ask questions about - even marking the answers
Reading Ahead	To read ahead to get some idea of work yet to come, and be ready for it	Simply be interested. Ask what he is doing in each subject.
Quran Memorisation	To memorisation the appropriate Quranic verses given by the teacher	Assist him by sitting with him reading with him the Quran