

# THE JAMES YOUNG HIGH SCHOOL LIFELONG LEARNING POLICY

## Aim

The Lifelong Learning Policy aims to enable each child to reach their full potential by developing an awareness and understanding, among all stakeholders, of the importance of homework in relation to learning.

## 5 Key Goals

To ensure success, our policy needs to address the following areas. It must:

- Stimulate a change in pupil attitudes towards homework and self-study
- Encourage desire for own learning
- Provide a clear definition of homework
- Involve all stakeholders (pupils, teachers and parents) in the decision making process
- Be evaluated continually, sharing best practice, to ensure the policy remains a 'living document'

### 1. HOMEWORK: A DEFINITION

It can be called Homework or Life Long Learning but basically it is Learning for Life, which we try to instil in our pupils along with many classroom activities. It is learning which children do for themselves, perhaps with the support of parents/guardians or other family members such as grandparents or older brothers/sisters. It helps children take more responsibility and learn how to organise and manage their time.

### 2. WHO WANTS HOMEWORK

The James Young High School is very much a homework school. Parents want their son or daughter to be set regular work to do at home. Yet homework is not a simple issue. For homework to be effective it requires considerable commitment by the young people, staff and parents.

### 3. IMPORTANCE OF HOMEWORK

Homework serves many purposes it–

- Follows up class work
- Reinforces learning by giving your children more practice
- Gives pupils experience of working on their own
- Develops in pupils a sense of responsibility for his/her own learning is an integral part of all courses

#### 4. EXAMPLES OF HOMEWORK

Homework can be formal and informal in nature. Teachers may set a mixture of such tasks over the course of a year.

Examples of homework tasks set in The James Young High School:

- Completing a specific task
- Going over and learning class work
- Carrying out an investigation
- Preparing for class work
- Conducting research using textbooks/internet
- Revising for exams/tests
- Completing work started in class
- Catching up after absence
- Reading tasks
- Learning vocabulary
- Drawing tasks
- Completing a project
- Rehearsing individual talks or presentations
- Writing essays
- Discussions with parents/guardians
- Following personal study plans
- Designing posters
- Practising past exam paper questions
- Practising IT skills

#### 5. HOMEWORK DIARY

The Homework Diary is an essential part of the Lifelong Learning Policy. The diary is a vital learning tool that helps pupils to log homework tasks, plan ahead and to record achievements.

- Every pupil is issued with a new Homework Diary at the start of each session. This should be used to record all homework set by class teachers, both formal and informal.
- In the spirit of partnership, parents will check and sign homework diaries at the end of each week.
- Pupils should keep their diaries in good condition.
- Tutors will check and sign pupil diaries each week. Tutors will follow the Tutor Diary System to record diaries that are signed or not signed.

#### 6. HOMEWORK CLUB/TWILIGHT SESSIONS/HELP WITH HOMEWORK TWILIGHT CLASSES

From January to April each year, twilight sessions are offered to pupils in S4- S6 between 3.30 pm and 4.30 pm. A wide variety of subjects offer this opportunity to pupils to improve their study skills and to benefit from additional teacher support. Many pupils have commented on the importance of twilight classes in enabling them to improve their exam performance. Again, all pupils are welcome to take advantage of this opportunity. Some

pupils may be targeted to attend the sessions due to absences, failure to complete homework or underachievement in recent prelim examinations.

## HELP WITH HOMEWORK

Pupils know that their class teachers will offer help at any time should there be difficulties in completing the required homework. Many twilight sessions are on offer out with examination time.

### 7. HOMEWORK ISSUING AND COMPLETION

It is important that children who want to make an effort to do homework should be given the opportunity. In order to reduce the time spent chasing homework it is proposed that the following steps are followed:

- Ensure pupils are given time to copy down the homework that they have to do.
- Give pupils a realistic amount of time in which to do the homework.
- On the return date note down whether the homework has been completed or not. There is a grid available should you need one.
- If a pupil forgets to bring homework you may wish to give them another opportunity to hand it in before marking it down as not done.
- On the first occasion of not doing homework, class teacher may issue a demerit or make a note in the homework diary.
- On the second occasion of not doing homework, class teacher will issue department Homework Letter 1 asking for parental cooperation and put in a demerit.
- On the third occasion, class teacher should issue a demerit and the PT(C) will send home department Homework Letter 2.
- If there is still no improvement a referral should be sent for action by Year Head / Monitoring and Tracking teacher. The Monitoring and Tracking teacher will take appropriate action either through interview / target book and contact with parent / guardian.
- It is not expected that punishment exercises or detentions be issued for incomplete homework.

### 8. STAKEHOLDER RESPONSIBILITIES

#### TEACHERS

Teachers should try:

- To set homework which is interesting and at the right level
- To explain clearly the purpose of the homework to pupils
- To be aware of other pressures and responsibilities pupils might have
- To set realistic deadlines, to check on homework and give feedback
- To give recognition for effort and work well done
- Where possible, to issue homework at the start of lessons
- To monitor completion of homework and try to provide support for pupils experiencing difficulties. In cases where pupils persistently fail to complete homework, teachers will follow the Homework Completion System.

## TUTORS

- Check and sign diaries each week.
- On the 2nd occasion of not signing issue a demerit.
- On the 3rd occasion of not signing, issue letter issue a referral and send diary letter home.
- Pupils persistently coming with diary unsigned or without diary should be referred to Year Head / Monitoring and Tracking teacher.
- Pupils who lose their diary must buy a new one from the school office.

## PUPILS

Pupils should:

- Bring the homework diary every day
- Enter all homework into the homework diary
- Do the homework to the highest standard possible
- Return the homework by the date set
- Supplement work in school with study out of school
- Attend Homework Club/Twilight Sessions if requested to do so.

## PARENTS/GUARDIANS

Parents/guardians should

- Check and sign the Homework Diary at the end of each week ask about homework regularly
- Provide a quiet place at home, free from distractions for homework
- Encourage son/daughter to attend the school Homework Club
- Express an interest in what is being done, offer praise and encouragement
- Enter into a partnership with The James Young High School by signing a homework contract
- Provide a note should there be a problem in your child completing a piece of homework
- Support the school by emphasising the importance of homework

## 9. FREQUENCY OF HOMEWORK

The amount of homework set depends on the school year the pupil is in and the level at which they are studying. A general rule is the higher the level of study, the more homework and self-study is required.

### S1/S2

Homework in S1 and S2 comprises of a mixture of formal and informal tasks. Many departments use homework exercise booklets to set homework where others may set informal investigation work.

- Pupils should expect more homework from classes they have more contact periods with.
- In line with Primary 7 cluster homework policies, pupils should expect to spend up to 30 minutes per night on homework.
- It is important that pupils do more than the bare minimum of homework tasks issued to them.
- Good study habits should be started early to prepare pupils for certificate classes in S4 to S6.

### S3/4

Homework in S3 and S4 comprises of formal and informal tasks.

- Pupils should expect to spend between one and two hours a night on homework.
- In addition to formal tasks set by teachers pupils should revise work that they have done in class.
- Pupils should expect more homework from classes where they have a greater number of periods of contact.
- It is important that pupils revise for exams and class tests.

### S5/6

Homework in S5/6 comprises of a mixture of formal and informal tasks.

- Pupils should expect to spend between 2 and 3 hours a night on homework.
- Subjects will set specific tasks.
- Pupils will be expected to spend a large proportion of time revising for internal assessments and final exams.
- Advanced Higher students will be expected to carry out many self-study activities.

## 10. HOMEWORK HELP FOR PARENTS

The school aims to offer help and advice to parents on its homework and its benefits. Over the course of each session, there are information evenings which inform parents/guardians on various topics such as:

- The JYHS Homework Policy – What does it mean for me?
- Homework Help - Hints and Tip on how to support your child's learning
- Learning Styles – How things have changed since parents were at school.

A homework leaflet will be issued to all parents to highlight the importance of homework. In addition an evaluation questionnaire will be issued.

## 11. SCHOOL WEBSITE –[www.thejamesyounghs.org.uk](http://www.thejamesyounghs.org.uk)

The school website will serve as a source of homework information for pupils and parents alike. The aim of the website is to provide pupils with information on each subject area and to provide them with access to informal homework tasks, such as, reference websites and in some cases, information on formal homework tasks.

Some departments may use GLOW as a means of engaging pupils in homework.

## 12. PRIMARY LIAISON

To ensure the Lifelong Learning Policy is in line with current Primary Homework Policies all primary 6/7 pupils are issued with homework diaries. This is to encourage good study habits that will hopefully benefit them in later years.

## 13. EVALUATION OF POLICY

A key aim of this policy is that the school will:  
'Continually evaluate the policy and share best practice to ensure that the policy remains a "living document"'.  
'

Each Lifelong Learning Policy will be evaluated through the following methods:

- Consultation with pupils, staff and parents
- Statistical analysis of examination performance
- Quality assurance observation.

# THE JAMES YOUNG HIGH SCHOOL

## HOMEWORK LEAFLET FOR PARENTS

Who wants homework?

The James Young High School is very much a homework school. Parents want their son or daughter to be set regular work to do at home. Yet homework is not a simple issue. For homework to be effective it requires considerable commitment by the young people, staff and of course yourselves.

Why is homework important?

Homework serves many purposes –

- It follows up class work
- It reinforces learning by giving your children more practice
- It gives your children experience of working on their own
- It develops in pupils a sense of responsibility for his/her own learning

How much homework do we give?

This depends on the progress of the class and the individual pupil. Homework need not be given on every occasion in every subject. The homework given in first and second year will not normally be more than one hour per evening. In third and fourth year the homework will increase. In fifth and sixth year a significant amount will be issued.

What types of homework are given?

Most often written assignments are set. However, it may often take a different form. Pupils may be asked to use the Internet to research a task. They may be given a reading assignment. Often it may take the form of an investigation. It could also be to complete a survey or just to watch a particular programme on television. It could be to memorise some important facts.

How can I help?

Your help, support and encouragement are all very important!

PLEASE check and sign the Homework Diary at the end of each week. Use this time as an opportunity to review the week in school with your son/daughter.

Check your son/daughter's jotters for comments from the class teacher.

Ask about homework regularly – do not be put off by claims that none has been set. Contacting our school can easily check this.

Provide a quiet place at home free from distractions for homework.

Express an interest in what is being done. You may find that things have changed a bit from your/'our' own school days, don't be put off!

You might like to attend one of our information evenings.

For more information about homework contact Shona Reid

Tel: 01506 414244

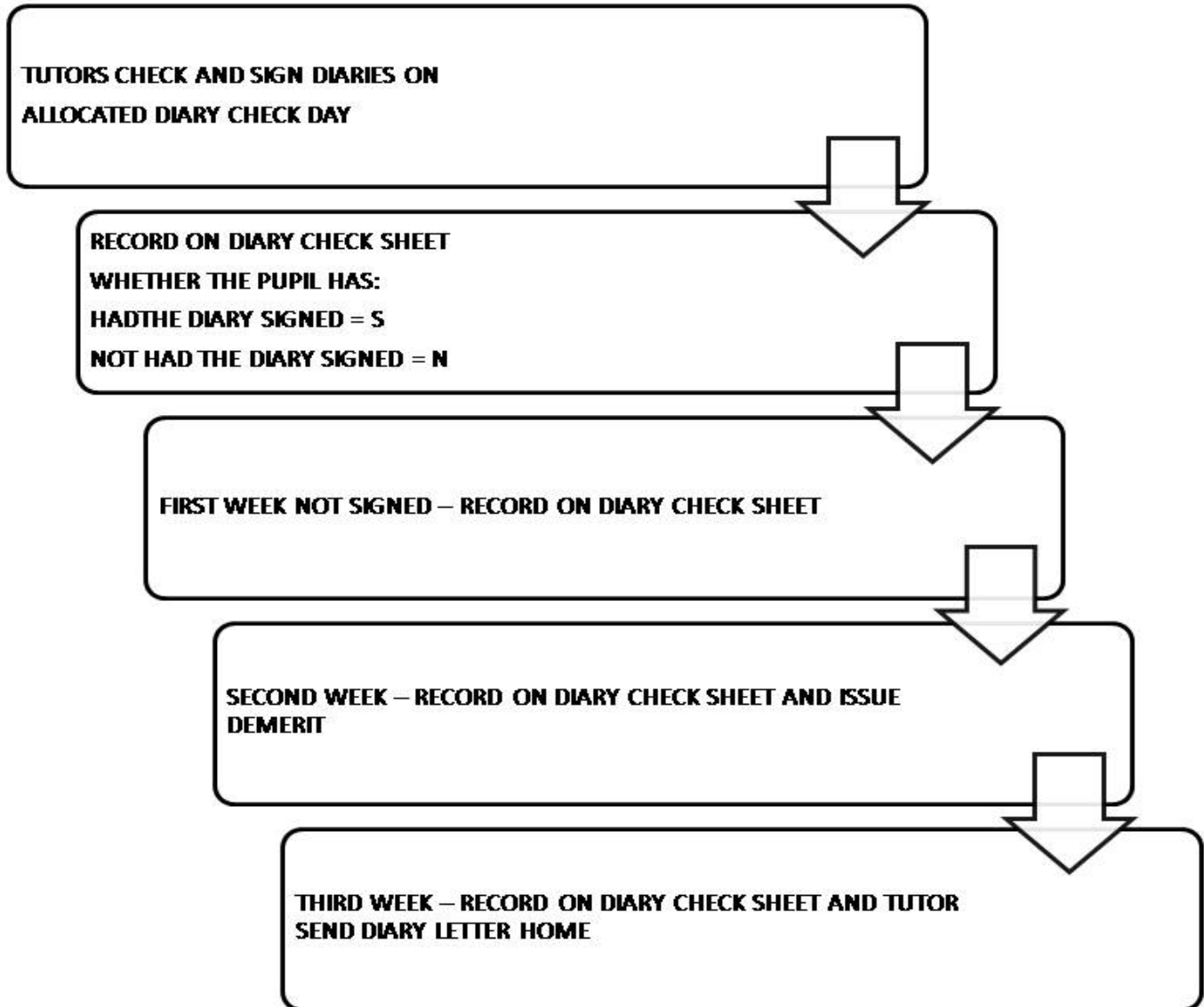
Fax: 01506 497014

Email: [shona.reid@wled.org.uk](mailto:shona.reid@wled.org.uk)

Useful web link:

<http://www.parentzonescotland.gov.uk>

## TUTOR DIARY SYSTEM





# HOMEWORK SUCCESS SYSTEM (TEACHERS)

## Sample flow chart (Science Department)

### Homework Policy

#### **S1 – S3**

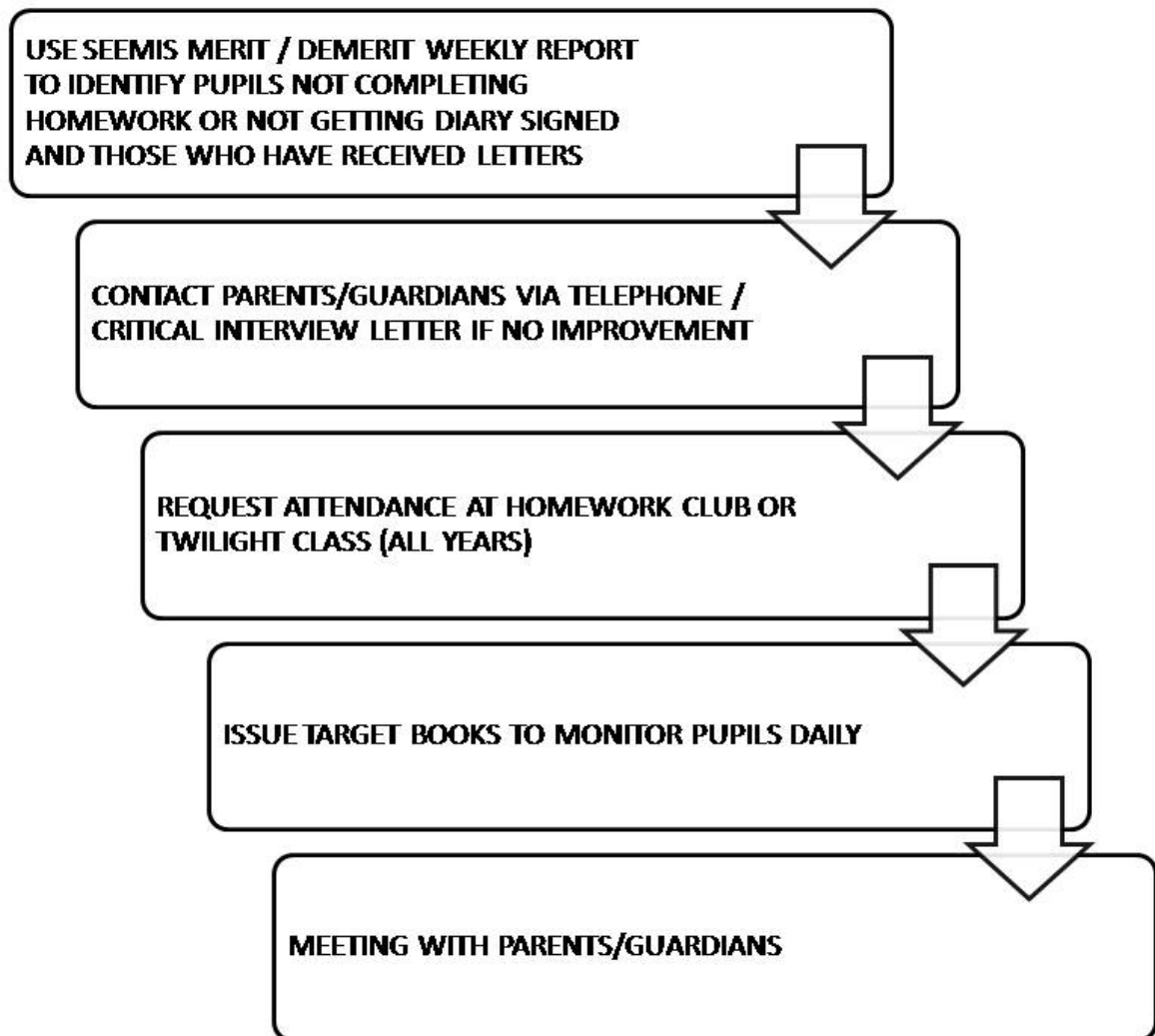
<b>Not Completed/Handed In</b>	<b>Action</b>
1 <sup>st</sup> Time	Verbal warning/No Action Required
2 <sup>nd</sup> Time	Request that the homework be completed for the next period. If not, record 1 <sup>st</sup> demerit
3 <sup>rd</sup> Time	Record 2 <sup>nd</sup> demerit and issue departmental homework letter (signed by class teacher)
4 <sup>th</sup> Time	Record as a referral for the attention of SR. PT departmental homework letter will be issued
5 <sup>th</sup> Time	Discussion with SR/Record as a referral for the attention of year head

#### **S4 – S6**

<b>Not Completed/Handed In</b>	<b>Action</b>
1 <sup>st</sup> Time	Request that the homework be completed for the next period. If not, record 1 <sup>st</sup> demerit
2 <sup>nd</sup> Time	Record 2 <sup>nd</sup> demerit and issue departmental homework letter (signed by class teacher)
3 <sup>rd</sup> Time	Record as a referral for the attention of SR. PT departmental homework letter will be issued
4 <sup>th</sup> Time	Discussion with SR/Record as a referral for the attention of year head

**If homework continues to be an issue following referral to year head, continue to record as demerits unless advised otherwise.**

## **HOMEWORK SUCCESS SYSTEM (MONITORING AND TRACKING TEACHERS)**



# HOMEWORK CONTRACT

The James Young High School is very much a homework school. For homework to be effective it requires considerable commitment by the young people, staff and parents/guardians.

Everyone needs to work together to ensure our pupils achieve their potential and go on to be successful beyond school.

In the spirit of this, we ask you and your son/daughter to sign the Homework Contract and return it to your child's tutor.

## WE THE SCHOOL WILL

1. Give each pupil a homework diary and explain how to use it
2. Encourage pupils to enter homework in diaries
3. Make the purpose of homework clear
4. Ensure the homework is appropriate to the stage and ability of the child
5. Mark and return the homework as quickly as possible
6. Offer praise and encouragement

## AS A PUPIL I WILL

1. Bring my homework diary with me every day
2. Enter all homework into my diary
3. Do the homework to the best of my ability
4. Return the homework by the date set

## AS A PARENT/GUARDIAN I WILL

1. Check and sign the Homework Diary at the end of each week
2. Ask about homework regularly
3. Provide a quiet place at home free from distractions for homework
4. Express an interest in what is being done
5. Offer praise and encouragement.