



HARROW INDEPENDENT COLLEGE

School of Mathematics, Science & Economics

Homework Policy of Harrow Independent College

Objectives

Homework enables pupils to:

- consolidate and extend work covered in class or prepare for new learning activities.
- access resources not available in the classroom.
- develop research skills.
- have an opportunity for independent work.
- show progress and understanding.
- provide feedback in the evaluation of teaching.
- to enhance their study skills e.g. planning, time management and self discipline.
- to take ownership and responsibility for learning.
- engage parental co-operation and support.
- create channels for home college dialogue.

Homework can be:

- Independent learning
- Consolidation of work in class
- Practice - learning by doing
- Completion of coursework assignments
- Research
- Reading
- Interviews
- Drawing
- Using ICT
- Recording

Responsibilities

The role of the pupil:

- To listen to homework instructions in class.
- To complete the homework on time.
- To copy down instructions for the task and deadline date into the homework diary if this has been requested by the teacher.

- To ensure that homework is completed and handed in to meet the deadline.
- To attempt all work and give their best.
- To inform the class teacher/subject teacher of any difficulties.

The role of the Year Head:

- To include homework in pupil mentoring where appropriate.
- To see that homework is being set and recorded in the Teachers Homework Drive.
- To check the students know where to access the college homework.
- To note and respond to any feedback related to homework given by parents.

The role of the subject Teacher:

- The subject teacher controls the direction of homework and the nature of tasks undertaken.
- Ensures that homework is set in the Teachers Homework Drive.
- Set homework according to the timetable.
- Give full and comprehensive instructions.
- Set deadlines for completed work and ensure that they are met.
- Mark and return all homework promptly.
- Provide help and support.
- To praise accordingly student that consistently do homework and highlight the learners that need support.
- Inform the Year Head as appropriate, when problems arise.

The role of SLT member responsible for homework:

- To provide staff, pupils and parents with the necessary homework documentation.
- To develop classroom practice to enhance homework across the college.
- To review on a yearly basis the college homework policy.
- To monitor and evaluate the college homework policy.

The role of the Parents:

- The role of the parent is crucial if a child is to gain success from homework. To reinforce its value through positive feedback will give students the confidence to persevere, work hard and reach high standards of achievement. Parents can assist by:
 - Providing a table, chair and a quiet place to work.
 - Negotiating with the student when homework is to be done as a student's free play is important too.
 - Checking the time spent on individual tasks.
 - Ensuring that outside clubs do not hamper a child's quality of work and put a child under undue pressure.

- Checking presentation and content of all homework being returned to college.

Monitoring of Homework by subject teachers / tutors:

- Using Teachers Homework Drive can keep a record of all the homework set daily, weekly, termly and yearly.
- Teachers can keep a record of student submissions to see quickly who has completed or missed homework deadlines.
- Teachers can search for any student they teach or at the college and see the homework the student has been set at anytime.

Non-Completion of Homework:

When Homework has not been done, appropriate action will be taken by the subject teachers. This could include a break time, lunchtime or an after-school detention. Parents will receive a notice through email a day in advance for after-school detention so they can make arrangements for their child to get home safely. The after school detention will last not more than a couple of hours. The admin should be informed of all the detentions given by the subject teachers and the year head.

Weekly revision and practice past-papers:

This is very important that the students are given past papers to practice and test what they have learned so far in the subject. Therefore, each **full-time student** will be given 3 past-papers to solve every week. These tests will be invigilated by one of the teachers in the college. To record the results of all the past papers subject teachers must use Teachers Homework Drive.

For **part-time students** attending the tuitions over the weekend or weekdays, past papers will be given when the teacher thinks an appropriate amount of curriculum is been covered in the class. There is no definite frequency of the past papers to be given to part time students.

Type of Homework:

- Written Assignments
- Consolidation activities
- Preparation of formal and informal oral presentation
- Reading in preparation for a lesson
- Selecting and retrieving information/researching a project
- Reading a library book or a prescribed text book

- Conducting background research
- Developing an awareness and understanding of current affairs
- Tests

Frequency of Homework:

For Full-Time Students: Homework will be uploaded on Teachers Homework Drive once for each subject in a week either on a Thursday or Friday. Students will have to submit the homework on the following Monday.

For Part-Time Students: Homework will be uploaded on Teachers Homework Drive once for each subject on the weekend. Students will have to submit the homework on the following lesson (following weekend).

Parent and Teacher Meeting:

The Parent Teacher Meeting (PTM) dates for the full-time and part –time students are updated on the college calendar. Parents will be informed a week before the PTM date.

Update on the **22nd August 2019**

Modified on 02nd September 2020

Next Review in September 2021



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