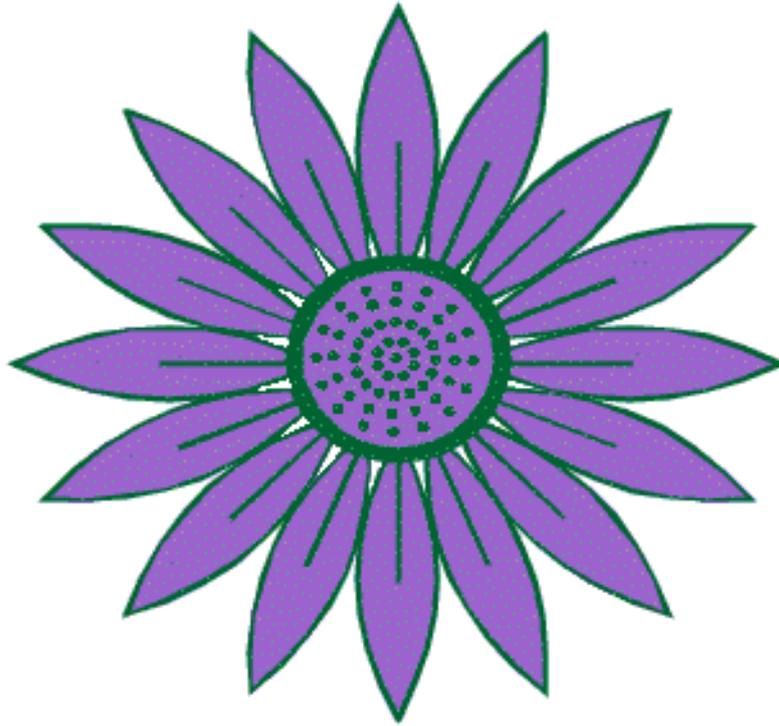


**MAYFIELD GRAMMAR SCHOOL
GRAVESEND**



**Lower School
Homework Guide
for Parents**

Why do we set homework?

Homework is an important part of the learning process. It allows students to build on what they have been doing in class, to practise the skills developed in class, to prepare for future class work and to develop the abilities necessary for independent learning.

We do expect students to complete every piece of homework set and on time and to the best of their ability. If, for any reason, they have not managed to do this, they should speak to the staff concerned who will give the appropriate support. All students in Years 7-11 have a planner in which they must record the homework set. Staff will explain clearly what is expected and give advice on how to tackle the task, referring to the relevant resources available.

The type of homework set varies, but it will be relevant to the work done in class and can include the following:

- Learning
- Reading
- Structured written or practical exercises
- Examination questions
- Essays or longer pieces of work
- Investigational or project work
- Preparation for future work
- Finishing off a piece of work started in class where this is part of the overall learn plan.

Homework is marked according to the school's assessment policy and written comments may contain targets for improving learning.

Our approach to homework is one that aims to encourage independence, enthusiasm, enquiry and a love of learning. Rewards include:

- Positive feedback comments, verbal and written
- Individual and group praise from staff
- Merit stamps
- Display
- Use of postcards sent home
- Commendation to the Headteacher

How can parents help?

1. Help your daughter to establish a sensible work routine, which allows her to use her time effectively. In the Lower School, homework is usually set for the following day, but for older girls, it is often set for a week ahead or longer. Some simple guidelines include:
 - Plan homework or study at regular times during the week
 - Several shorter sessions are better than working late on any evening, especially a Sunday evening!
 - Use the homework diary to plan the work to be done each day
 - Avoid leaving everything until the last minute
2. Ensure that your daughter does her homework where she will have few distractions. Many girls claim that they "can't study without music on", music may well help, provided that the work is getting done!
3. Above all, take an interest in your daughter's work and encourage her.

- We do ask you to sign her diary at regular intervals in order to ensure all homework is being recorded accurately and in detail with deadline dates.
- Discuss the work with her, and contact the school if you have any concerns. From experience, do not assume that because she spends a lot of time in her room, she is necessarily doing her homework. She may well be, but she may also be spending a lot of time getting stuck and therefore getting nowhere. If that is the case, encourage her to stop and to ask her teacher for help the following day. On rare occasions, she might also be appearing to do her work and saying she has done it when the reverse is true.

What sanctions may be applied if homework is not completed or completed adequately?

If your daughter fails to do any homework without an acceptable reason, the following sanctions will be applied, in line with the school policies on behaviour and discipline:

- Use of memo slips to inform tutors and Learning Leaders.
- Faculty detention/deterrent during a lunchtime.
- Placed on Homework Report
- After school detention.
- Detention each day homework is not completed (for persistent offenders).
- Task to be repeated.
- Re-testing in the event of an unacceptable test result.
- Lower effort grades.
- Exclusion from events that are viewed as treats/rewards if offences are repeated.
- Parents informed and invited in to discuss concerns for persistent offenders.

If you have any queries or comments about your daughter's homework, please contact her form tutor in the first instance, who will then refer it to the appropriate staff.