



Hartwell Primary  
School

## Homework Policy

Hartwell Primary is a Voluntary Controlled academy and, recognising its historic foundation, works to preserve and develop its religious character in accordance with the principles of the Church of England. This includes the active promotion of Christian and British values and the respecting of those of other faiths or none.

*'Believe, Aspire, Grow'*

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## 1. INTRODUCTION

This policy is written with due regard to the DfE guidance and clarifies the homework aspect of the Home-School Agreement. Homework is, of course, voluntary but it is increasingly recognised that pupils are more successful when parents strongly support their children's work and involve themselves in their learning. Homework is defined as any work or activity which pupils are asked to do outside lesson time either on their own or with parents/carers.

## 2. Purpose

The aim of our homework policy is to promote learning beyond the school day as an essential part of good education. We believe that homework not only reinforces classroom learning, it also helps children and young people to develop skills and attitudes that they need for successful lifelong learning. It should support the development of independent learning skills, including the habits of enquiry and investigation, and it should help to foster the role of parents and carers as co-educators of their children. We will make every effort to combat disadvantage, for example by considering the need for after-school study support via a weekly Homework club where invited children have access to school resources and staff.

## 3. Roles and Responsibilities

The **headteacher** will ensure that homework is:

- An integral part of the curriculum and is planned and prepared alongside all other programmes of learning
- Appropriate to the age, ability and circumstances of the pupils, taking into account special educational needs
- Coordinated in order to be manageable for children on a daily basis
- Informed by DfE guidance about time commitments.

**Teachers** will ensure that:

- Pupils and parents are given a homework letter at the start of each new topic that outlines: the frequency of homework and what days it will be set and handed in
- Homework is always positively marked
- Tasks are differentiated and well structured
- It is clear to pupils how their homework consolidates and extends the work they are doing in school

**Pupils** will ensure that:

- They hand in homework on time
- They complete homework tasks to the same standard that they would complete class work
- They use a black pen or pencil to complete tasks

**Parents** will ensure that:

- provide a reasonably peaceful, suitable place in which their child can do his or her homework
- make it clear to their child that they value homework and support the school in explaining how it can help their learning
- encourage their child to produce the highest standard of work that he or she is capable of and give praise when homework has been complete

#### 4. Homework Progression Across School

The following table illustrates the time allocation which takes account of government guidelines. Clearly, less is expected of children in the Foundation Stage than of those in Years 1 and 2. At Key Stage 2, the demands gradually increase so that by Years 5 and 6, children are spending longer periods on tasks.

Class	Reading	Spelling	Writing	Maths	Other
Class R	A minimum of 4 times a week & key words and sounds 5 minutes every day				Flower diary in Summer term
Class 1	A minimum of 4 times a week & key words and sounds 5 minutes every day	6-10 words per week		Maths packs are sent home fortnightly	Topic occasionally
Class 2	A minimum of 4 times a week & key words and sounds 5 minutes every day (if applicable)	10 words per week		Maths packs are sent home fortnightly	Topic occasionally
Class 3	A minimum of 4 times a week	15 words a week	Literacy task ( 20 mins)	or Maths task ( 20 mins)	Tables weekly
Class 4	A minimum of 4 times a week	15-20 words a week	Literacy task ( 30 mins)	or Maths task ( 30 mins)	Tables weekly
Class 5	A minimum of 4 times a week	20 words a week	Literacy task ( 30 mins)	and Maths task ( 30 mins)	Tables for those who need it.
Class 6	A minimum of 4 times a week	25 words a week	Literacy task ( 30 mins)	and Maths task ( 30 mins)	Tables for those who need it

#### 5. Communication and Recording Homework

- Communication regarding homework may be through Class Dojo during the week that homework is set, Class Dojo protocols are set out in Appendix 1.
- Reading homework is recorded both at school and home in the home-school reading diaries and are checked by staff every Monday morning to ensure that a minimum of 4 reads have taken place over the previous week.
- All homework tasks are to be completed in black pen or pencil

- If there is a legitimate reason for homework not being completed, then a note should be sent to the class teacher explaining why.
- Failure to complete homework tasks will result in parents being invited into school to discuss how this can be rectified.
- Failure to complete homework tasks may result in a loss of free time.
- Year 1 and 2 maths packs require no recording.

## **6. Holiday Homework**

- During school holidays points homework may be sent home which enables children and parents to select from a bank of activities and accumulate points based on these tasks. This enables homework to fit around family holiday activities and are both creative and academic tasks.
- Extra work will not be sent home where a child has been taken out during term time for a family holiday.
- Extra work will only be sent home when a child is off school for long term sickness which is categorised as two weeks or a child who has Covid.

## Appendix 1



### **ClassDojo Protocols**

At Hartwell Primary School we are committed to open, honest and timely communication. We are also committed to communication being respectful, measured, sensitive and constructive. In adhering to these principles we aim to strengthen the goodwill and the positive partnership between parents and the school, and to enhance the wellbeing and learning opportunities for our pupils. We acknowledge the benefits of staff and parents communicating via digital devices, but also understand the shortcomings.

This policy is designed to establish clear expectations for both staff and parents/guardians in the use of methods of Class Dojo.

### **When is using ClassDojo not appropriate and a phone call is necessary?**

It is not a communication link between a parent and teachers for important information, as there is no guarantee the teacher will pick up the message during the day. Messages should be sent via the School Office, for example:

- If a different person is collecting a child home or details of medical appointments.
- Arranging a meeting/telephone call, including a general description of the issue e.g. "I would like to arrange a meeting to discuss my daughter's progress."
- Follow-up on an issue that has previously been discussed

### **When Should I Communicate by ClassDojo?**

- For positive responses to items posted on a pupil's personal journey or whole class page
- Clarification, e.g. arrangements for a school event, query about homework
- Questions about lost property

### **What is the Teacher's Role on ClassDojo?**

- To post images of learning in the classroom, school trips, residential visits, to share with parents
- Be aware of online safety in regard to images of pupils
- Display images in line with parental consent
- Use the messaging service with parents to inform about low key information; homework reminders, asking for parental help, reminders, thanking for support etc.
- ClassDojo will always be used in a positive manner

### **Parent's Roles**

- To use images and teacher inputs to discuss with pupils about their learning

- Not to share images on social media
- To use the whole school communication system; telephone, email for important information
- To never discuss other children via ClassDojo
- To not discuss other staff

Class Dojo messages may be a fast and convenient way for you to send messages, but please realise that teaching staff are not able to access these between 8.30am -3.30pm as they are teaching. Therefore, please remember if you send message to a member of staff, you will not get an immediate reply. Class teachers check their Class Dojo messages daily during term time (Monday-Friday 8.00am – 4.30pm only). All incoming messages should be replied to within 2 working days, with an aim to acknowledge receipt within 24 hours. Certain emails may be prioritised in light of their content. Response to an email may be through a letter, email, phone call or face-to-face communication

### **Guidelines:**

- Any SEND (Special Educational Need and/or disabilities) communication must go through the class teacher first who will then communicate with the SENCO as necessary.
- Please avoid using CAPITAL LETTERS as this is the electronic version of shouting and be aware that humour/sarcasm can be misinterpreted when the emotional meaning is lost in text.
- Please send only non-vital messages via email or Class Dojo messaging.
- Your child's academic/learning progress is best addressed through a telephone conversation or by arranging to meet with the class teacher.
- Please remember that email or Class Dojo is not necessarily confidential and can be subject to FOI (Freedom of Information) regulations. Confidential information should be conveyed by phone or personal contact.
- For all medical or health concerns, please contact the school office: [sadmin@hartwell.northants.sch.uk](mailto:sadmin@hartwell.northants.sch.uk)
- Parents are not allowed to forward messages from staff onto other parents, nor to post them in whole or in part on social media.
- Staff will not respond to abusive or confrontational emails, any such communication will be forward to the headteacher.
- Any information of a safeguarding nature must always be raised with a DSL (Designated Safeguarding Lead), without delay. The DSLs are Mrs Jac Johnson, headteacher and Mrs Sally McCulloch, deputy headteacher.