

September 2009

Dear Senior School Parents and Guardians,

In recent years we have found it helpful to clarify the way in which homework is organised at school. Homework is an important part of the learning process and we continually review our homework guidelines to improve this area of school life. Managing homework needs to be a three-way partnership between the student, the school and the parents and we all need to play our part.

The girls have been given guidelines which should be fixed into their homework diaries. We plan to make full use of the homework diaries to monitor the completion of homework. We need you to play your part so that the girls derive maximum benefit from the important time they spend on their homework. You need to:

- 1) Make sure that you keep the attached copy of your daughter's homework timetable. (It is also copied in her homework diary.)
 - 2) Check and sign your daughter's diary as often as possible, preferably every day, but at least once a week. This signature is checked on a Tuesday morning by the Form Tutors. There will also be occasional checks of homework diaries by other staff members.
 - 3) When checking the diary please
 - a) be confident she has written down and completed homework which matches her timetable
 - b) check the times she has filled in for time taken
 - c) sign and date the diary in the space provided every week, or on the diary page if signed more often
 - d) feel free to send notes regarding homework to the Form Tutor
 - 4) Check the diary for notes from subject staff who will write in the diary if any work is late, incomplete or below standard. (This may be on a previous page.) This note will have to be signed by you. Your daughter will receive a demerit if this note is left unsigned.
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Reply Slip Over

On most school days your daughter will have three subjects expected to take approximately 20 to 30 minutes each in year 7. This time will increase further up the school. The time taken can vary significantly for different students in different subjects. For the first few weeks the girls are finding their feet but please monitor the total time taken and contact us if you feel it is too little or too much.

Homework can be completed during the lunch hour on the study corridor between 1.25 p.m. and 1.50 p.m. every day. As you can see this is not a very long period and it is very unlikely that your daughter would be able to finish her homework in this short time but she may have completed one subject.

We know that homework can be a real bone of contention and **we strongly recommend a fixed time every week-night which is committed to school work, even if all homework has been completed.** This should ensure that homework is not rushed or ignored as the time must still be dedicated to reading, revision or research. A good homework routine established now will pay dividends throughout their school career.

If you have any concerns about homework please feel free to contact the Form Tutor immediately. We want your daughter to make maximum progress and this can only be achieved with your help.

Yours sincerely,

Form Tutor

Homework Timetable. Year: 8A

Monday	Tuesday	Wednesday	Thursday	Friday
History English Spanish (set 2)	Science Spanish (set 1) RE	Geography Science RE ICT	French (Mrs Harris) Music Spanish (set 1) Maths Art	French (Mrs Wylie) English Science Technology Spanish (set 2)

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Reply Slip – Please return to Form Tutor by Tuesday September 22nd.

Student's name Form

We have received the letter regarding homework and have a copy of the homework timetable.

Parent/Guardian Signature Date