



*LATIFA SCHOOL FOR  
GIRLS*

*HOMEWORK HANDBOOK*

*Revised 2016*

# **LATIFA SCHOOL FOR GIRLS**

## **HOMEWORK HANDBOOK**

Useful ideas and information about what we expect from our students and how you can help your daughter get the most out of homework assignments.

We set homework for all our students in the subjects they study because we believe it will help them understand the work they do in class, extend their learning and develop their ability to work independently at home.

This booklet is designed to answer some of the questions you may have about the School's homework policy. It gives you information about what we expect from every student and offers suggestions about the practical ways you can help your daughter get the most out of her homework assignments.

After reading this booklet, should you have any further questions, please call and speak to your daughter's Head of Year.

**How do I know what homework my daughter has?**

During the first week of term, she will be given a homework timetable which shows the days on which different subjects set homework. She will also be given a school Filofax containing homework diary sheets on which she must write down all the homework she is given. You should sign this daily to say if she has completed her homework.

**How much homework does my daughter have each night?**

Year 7	20 - 30 mins	per subject per week	Total 1-1½ hrs per night
Year 8	30 - 40 mins	per subject per week	Total 1½-2 hrs per night
Year 9	40 - 45 mins	per subject per week	Total 1½-2 hrs per night
Years 10 & 11	60 - 90 mins	per subject per week	Total 2 hrs per night
Year 12	4 hours	per subject per week	Total 2½-3 hrs per day
Year 13	5 hours	per subject per week	Total 2½-3 hrs per day

**What do I do if she takes a much longer or a much shorter time to finish her homework?**

Should this happen regularly, we would like you to write a note in your daughter's homework diary and ask your daughter to make her Form Tutor aware. The Form Tutor will then investigate the problem.

**Does her homework have to be done the same night it is set?**

In your daughter's homework diary, there is a box which says 'Date due'. This will tell you whether the homework needs to be done the same night or whether it has to be handed in later in the week.

Students in Years 10 to 13, however, are often set longer pieces of homework for completion over a two or three week period. It is important that your daughter continues to use her weekly time allocation for this kind of homework and avoids a 'last minute dash' just before the work needs to be handed in.

**Homework Schedule**

Date \_\_\_\_\_

<b>SUBJECT</b>	
Date Due	
Time Taken	

  

<b>SUBJECT</b>	
Date Due	
Time Taken	

### **Do students have to use a homework diary?**

Yes. We insist students in Years 7 to 11 use the school homework diary. Years 12 and 13 also have a homework schedule and filofax, but may choose their own method of recording assignments.

The homework diary is an important way of helping your daughter plan her time. It enables her teachers to keep track of any difficulties which she may experience. We also use the homework diary to communicate with you.

Should homework be missing, late or not up to the standard expected of your daughter the issue will be discussed with her during a break or a lunch time meeting. Your daughter may be asked to do the work again during her lunch break. Persistent problems with homework are considered to be a serious issue and will involve the Head of Department as well as your daughter's Form Tutor and Head of Year. Ultimately your daughter may be placed on a subject report and/or receive a formal School Detention.

### **What should my daughter write in her homework diary?**

For every homework she should listen carefully to the teacher's instructions and:

- write down the homework exactly;
- write down the date the homework should be handed in;
- when she has completed her homework she should write down how long it took to complete.

Should she not understand what she has been asked to do, your daughter needs to ask her teacher to explain well **before** the set piece of homework is due - the teacher will be happy to help.

### **What should I do?**

We would like you to help us by:

- going through your daughter's homework diary every evening and checking she has done the homework;
- signing the homework diary to show that you have both seen the homework and it represents your daughter's best work.

## **Can I help my daughter with her homework?**

Our students learn from their teachers, from each other and from a wide range of books and other resources. It is perfectly reasonable for you to give your daughter ideas but it is, of course, quite wrong for you or anyone else in your home to do the work instead of your daughter.

## **So how can I help?**

- Encourage your daughter to take a short break when she comes home from school and have something to eat and drink.
- Encourage her to take a short break every thirty minutes or so. A five-minute break every thirty minutes will aid concentration.
- Make sure your daughter has a quiet room with a desk or table in which to do her homework.
- Help your daughter organise her time so she has a mixture of free time and study time.
- Talk through any problems she may have with her homework.
- Remind your daughter to check her work when she has finished and encourage her to find mistakes herself.
- Remind your daughter to write as neatly as possible and to give work a title and a date.
- Help your daughter to pack her school bag for the next day by organising her books, papers and other material she needs for the next day of school the night before.
- Ensure your daughter gets enough sleep – late nights will prevent your daughter from doing her best at school.

### **How do I know how well my daughter is doing at Latifa School?**

Apart from attending parents' evenings and receiving school reports, you can find out a lot more about your daughter's progress by looking at her homework. You will know, for example, which subjects she finds easy and which she does not. By looking at the homework once it has been marked, you will find out not only what the mark is but also whether the teacher thought the work was done well. Subject teachers often write helpful comments on homework and classwork - by reading these, you will be able to help your daughter focus on areas of work which need attention. Test results give you a good idea about whether a section of work has been mastered; they also help you see which areas were not understood clearly or revised for thoroughly.

Latifa School also operates a reward system in Years 7, 8 and 9. Each department selects a particular student to be their *Star of the Month*. The award is based upon factors such as hard work, progress, participation and achievement. The aim is to raise pupil motivation, resilience and attainment. Awards will be logged in our school tracking system.

### **Should I have concerns about my daughter's progress can I speak to someone?**

We are always very pleased to see our parents at parents' meetings where all teachers and Heads of Year will be available for consultation. You can also telephone the Head of Year if you have any concerns at all.

We consider our parents to be a vital asset to the school - you spend much more time with your children than we do and play an essential role, as our partners, in your daughter's education.

Thank you for taking the time to read this booklet. If you have any suggestions to make or items you think we should include in this booklet, we would be delighted to hear from you.