

YSGOL PENWEDDIG



Polisi Gwaith Cartref 2015-16

Homework Policy 2015-16

1. Rhesymwaith
2. Cynllunio a Pharatoi
3. Llyfr Cyswllt
4. Gosod Gwaith
5. Casglu Gwaith

1. Rhesymwaith

Bwriad y polisi hwn yw cyfrannu at nod yr ysgol o ddarparu addysg fydd yn cynnig cyfle cyfartal i bob disgybl gyflawni ei botensial ac i sicrhau bod unigolion yn datblygu'r sgiliau, y wybodaeth a'r ddealltwriaeth angenrheidiol i fod yn ddysgwyr annibynnol, gydol-oes, fydd yn cyfrannu'n adeiladol i gymdeithas ac yn aelodau gwerthfawr o'r gweithlu.

Mae gwaith cartref yn rhan annatod o'r ddarpariaeth hwn gan roi cyfle i ddisgyblion ddatblygu sgiliau gweithio'n annibynnol ac i gadarnhau eu dealltwriaeth o waith y dosbarth, gan gyfoethogi eu profiad addysgol ymhellach. Yn ôl ymchwil gan y 'Sutton Trust Toolkit,' gall gallu disgybl uwchradd gynyddu o 5 mis os yw'n cwblhau gwaith cartref adeiladol.

2. Cynllunio a Pharatoi

- Dylai gwaith cartref fod yn rhan annatod o gynlluniau gwaith ac asesu adrannol.
- Mae hi'n ofynnol ar staff i gynnwys o ystod o dasgau gwaith cartref **pwrpasol a pherthnasol** yn eu cynllunio.
- Disgwylir i dasgau ddatblygu neu gadarnhau dysg.
- Dylai'r tasgau hyn gynnwys:
 - ymchwil neu chwilio am wybodaeth;
 - dysgu ac adolygu;
 - ymarferion yn seiliedig ar waith dosbarth;
 - ysgrifennu estynedig;
 - darllen.
- Disgwylir i staff wahaniaethu'r tasgau a osodir, gan gynnig her addas i ddisgyblion ADY ac ymestyn disgyblion MAT.
- Ystyrir gwersi ar ôl ysgol mewn pynciau sydd yn dysgu amserlen lawn o fewn y cwricwlwm yn gyfystyr â gwaith cartref.

3. Llyfr Cyswllt

- Mae hi'n ofynnol ar bob disgybl i nodi gwaith cartref yn eu llyfrau cyswllt. Dylai staff sicrhau bod hyn yn digwydd.
- Disgwylir i rieni lofnodi'r dyddiadur yn wythnosol. Cyfrifoldeb y disgybl yw sicrhau y caiff hyn ei wneud.
- Caiff dyddiaduron eu craffu'n wythnosol gan y tiwtor dosbarth ac yn gyson gan y Arweinydd Cynnydd a'r UDRh.

4. Gosod Gwaith

- Disgwylir i'r athro/athrawes osod y dasg gwaith cartref yn ysgrifenedig ar fwrdd gwyn y dosbarth neu ar bapur i'w ludo i mewn i'r llyfr, gan sicrhau bod disgyblion yn cael amser i gofnodi'r dasg. **Nid yw cyfarwyddiadau llafar yn unig yn dderbyniol.**
- Pan maent yn cwblhau gwaith cartref, disgwylir i ddisgyblion nodi hynny yn eu llyfrau.
- Disgwylir i staff roi amser digonol i ddisgyblion gwblhau gwaith. **Ni ddylid gosod gwaith cartref erbyn y diwrnod canlynol, nac ar ddydd Gwener i'w gwblhau erbyn dydd Llun.**
- Dylid anelu i osod hyd at 30 munud o waith yr wythnos ym mhob pwnc craidd a phob pythefnos i bynciau sylfaen i ddisgyblion CA3 a hyd at 1 awr yr wythnos ym mhob pwnc i ddisgyblion CA4. (Ni chynhwysir darllen ehangach o fewn yr amserau hyn.)
- Dylid gosod gwaith cartref a dysgu annibynnol i ddisgyblion y chweched dosbarth yn ôl gofynion y pwnc, gan anelu at 5 awr y pythefnos.
- Os yw'r gwaith yn gofyn am ddefnydd o TGCh, dylid cynnig dewis arall i ddisgyblion sydd heb fynediad i'r dechnoleg. Dylid osgoi gofyn iddynt gwblhau gwaith yn ystod eu hawr ginio.
- Os yw disgybl yn rhoi gwybod ymlaen llaw fod rheswm dilys na fydd yn medru cwblhau gwaith, ac yn cyflwyno llythyr rhiant, disgwylir i'r athro fod yn hyblyg ynglŷn â dyddiad cyflwyno.

5. Casglu Gwaith

- Er mwyn sicrhau cysondeb ar draws y pynciau, dylid dilyn y drefn ganlynol os nad yw disgybl yn cwrdd â dyddiad cyflwyno gwaith:
 - ataliad athro pwnc
 - ataliad pennaeth cyfadran / arweinydd pwnc
 - cyfeirio at Arweinydd Cynnydd - AC i drefnu atalfa blwyddyn neu osod y disgybl yn yr atalfa ffurfiol

Dylid ystyried y Polisi Gwaith Cartref hwn yn unol â pholisïau eraill yr ysgol, yn cynnwys Polisïau Dysgu ac Addysgu, Cyfleoedd Cyfartal ac Asesu.

Llofnod: _____ (Cadeirydd y Llywodraethwyr)

1. Rationale
2. Planning and Preparation
3. Contact Book
4. Setting Homework
5. Collecting Homework

1. Rationale

The purpose of this policy is to contribute to the school's aim of providing an education that will give all pupils an equal opportunity to fulfil their potential; ensuring that individuals develop the skills, knowledge and understanding required to become independent, lifelong learners who will make positive contributions to society and become valued members of the workforce.

Homework is an integral aspect of this provision, giving pupils an opportunity to develop their ability to learn and work independently and consolidate their understanding of classwork, further enriching their learning experience. 'Sutton Trust Toolkit' research shows that a secondary school pupil completing constructive homework can improve in ability by 5 months.

2. Planning and Preparation.

- Homework should be built in to departmental schemes of work and assessment.
- Staff should include a range of appropriate and relevant homework tasks in their planning.
- Tasks must serve a purpose in developing and consolidating learning.
- These tasks should include:
 - research and finding information;
 - learning and revision;
 - exercises based on classwork;
 - extended writing;
 - reading.
- Staff are expected to differentiate tasks set, providing suitably challenging work for pupils with ALN and MAT pupils.
- Out of hours provision in subjects where a full timetable is part of the school curriculum are considered equivalent to homework.

3. Contact Book

- Pupils are expected to note all homework in their contact books. Staff should ensure that this is the case.
- Parents are expected to sign the diary on a weekly basis. It is the pupils' responsibility to ensure that this is done.
- Diaries will be monitored on a weekly basis by form tutors and regularly by Leaders of Learning and SLT.

4. Setting Homework

- Staff are expected to note homework clearly on the classroom whiteboard, ensuring that pupils are given sufficient time to record the task, or in the form of hand-outs to be glued into their books. **Oral instructions alone are not sufficient.**
- Pupils are expected to identify homework in their books.
- Staff must allow sufficient time for completion of homework. Homework should not be set for the following day, or on Friday to be completed by Monday.
- Staff should aim to set up to 30 minutes of homework each week in core subjects and fortnightly in foundation subjects at KS3 and up to 1 hour in all subjects at KS4. (Wider reading is not included in these timings.)
- Homework and independent learning tasks for 6th form students should be set according to subject requirements, aiming for 5 hours a fortnight in each subject.
- Where tasks require ICT provision, pupils without access to this technology should be offered alternatives. They should not be expected to complete work during lunchtimes.

5. Collecting Homework

- Teachers are expected to be flexible regarding completion deadlines if a pupil provides a sufficient reason for failing to complete work beforehand, along with a letter from parents/guardians.
- To ensure consistency across subjects, the following system should be employed if pupils fail to meet homework submission deadlines:
 - detention with subject teacher
 - detention with Head of Faculty/ Subject leader
 - referral to Leader of Learning - to arrange year detention or place pupil in formal detention.

This Homework Policy should be used in conjunction with other school policies, including Teaching and Learning, Equal Opportunities and Assessment Policies.

Signature: _____ (*Chair of Governors*)