

Paulet High School	School Operating Procedure		
Document Title	Link Book Protocol		
Document Status	Approved	Approved Date	25th January 2011
Document Owner	Deputy Headteacher	Review Date	Bi-annually
Audience:	Staff <input checked="" type="checkbox"/>	Students <input checked="" type="checkbox"/>	Governors <input checked="" type="checkbox"/> Parents <input checked="" type="checkbox"/>

LINK BOOK

In providing appropriate homework for all students, the school intends to help them gain important skills and abilities to:

- organise themselves and their time in completing a task
- develop independent learning
- learn and practise study skills, e.g. research, revision
- enable students to develop their own individual abilities by extending the time available for study.

In aiming to help students develop these skills, the school also intends to:

- encourage parental involvement with their children doing homework
- provide opportunities to reinforce and prepare for classwork
- use the time to help students meet coursework requirements.

The Link book will also be used to record and recognise achievement, and improve links between the school and home.

Responsibilities & Procedures

Students (throughout the year)

1. To put the Link book on the desk at the start of each lesson and during morning registration.
2. To keep the Link book clean and tidy - no graffiti
3. To bring the Link book to school daily
4. To record all homework set
5. To involve parents in checking homework and ensuring that they sign it at the end of each week
6. To replace Link book should it be lost - cost £2

Form Teacher (Beginning of School Year)

1. Expect students to put Link book on desk at start of morning registration.
2. Explanation of title.
3. Look at format of book with students - enter the dates each week.
4. Guidance to students in completing information sections, i.e.

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Timetable and homework timetable
 Recording attendance
 Recording of achievements
 Monitoring each week
 Absence notes
 Recording working at part levels/grades
 Targets.

Form Teacher (Weekly)

1. During each week give students the opportunity to prepare Link book for daily use
2. Check if parents have signed the Link book
3. Ensure homework is being recorded regularly and sign weekly (day arranged at Form Tutor's discretion) if all is in order
4. Monitor notes written in Link book by staff or parents and follow up where necessary.
 - (a) pattern of lateness, failure to do homework, if welfare problem - BSOs disciplinary, difficulty with subject - Subject Leader
 - (b) long term problems academic – Subject Leader
 - (c) long term problem disciplinary – BSOs
5. Check daily if students have Link book in school – if not, provide with a blank homework sheet. Persistent offenders to be punished.
6. Assist students with monitoring attendance etc.

Subject Teachers (each lesson)

1. Expect Link book to be put on desk at the start of each lesson.
2. Record targets, key words and spellings.
3. Allow adequate time 3-5 mins for homework to be recorded
4. Comment in Link book if homework has not been completed and what steps have been taken to ensure it will be completed (detention)
5. Persistent offenders to follow prescribed disciplinary procedures.

Subject Leaders

Responsibility for half-termly checks at departmental meetings that homework is set to all teaching groups.

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Heads of Year

1. Monitor persistent offenders and deal with appropriately.
2. Random selection of students each half term to check Link books are being used as prescribed.
3. Should parents not sign Link book – HOY to contact and ascertain that they are aware of problem and use of Link book and the need to encourage home/school partnership.
4. Negotiate with parents action plan/solution.

Parents

1. Invited to sign Link book at weekends
2. Contacted by BSO or HOY to inform of any problems arising.