

HOMEWORK POLICY

Version: 3.0
 Reviewed: 23 September 2020
 Next review: September 2023
 Co-ordinator: Elizabeth Williamson

Key Principles

Schools are engaged in the learning process and need to promote the idea that learning continues beyond the classroom. When good teaching takes place, students are motivated to learn and, as a consequence, should wish to continue this learning.

Not all homework has to be done at home. The Open Learning Centre (OLC) is open until 4.00 pm every day and students are able to stay on Wednesday afternoons to complete homework if they so wish.

Homework enhances student learning, improves achievement and develops students' study skills and, as such, is an integral part of the curriculum.

Aims

Homework enables students to:

- prepare for examinations;
- develop the skills, confidence and motivation needed to study effectively on their own;
- consolidate and extend work covered in class or prepare for new learning activities;
- develop research skills;
- have an opportunity for independent work;
- show progress and understanding;
- enhance their study skills (e.g. planning, time management and self-discipline).

Expectations

Students should spend the following amount of time on homework:

Years 7 and 8: 60 minutes per day
 Year 9: 90 minutes per day
 Years 10 and 11: 90 to 120 minutes per day
 Years 12 and 13: variable depending on subject and course.

Key Stage 3 homework duration (minutes) per subject per week

Subject	Year 7	Year 8	Year 9
English	2 x 30	2 x 30	2 x 45
Mathematics	2 x 20	2 x 25	2 x 45
Science	30	30	45
Geography	30	30	45
History	30	30	45
MFL	30	30	45
CAT	30	30	45
Computing	occasionally	occasionally	occasionally
SPAG	occasionally	occasionally	N/A
SMSC	occasionally	occasionally	occasionally
Health	occasionally	occasionally	occasionally
Music	occasionally	occasionally	occasionally
Drama	occasionally	occasionally	occasionally
PE	none	none	none

Key Stage 4 homework duration (minutes) per subject per week

Subject	Year 10	Year 11
English	60 – 90	90
Mathematics	60 – 90	90
Science	60 – 90	90
Option subjects	60 – 90	90

Key Stage 5 homework duration (hours) per week

KS5 (total hours/week)	Year 12	Year 13
Level 3 courses (i.e. at least 2 hours a day)	10+	14+
Level 2 courses (i.e. at least 1.5 hours a day)	8+	10+

N.B. Key Stage 5 courses that involve coursework will involve a substantial amount of homework.

When will homework be set?

The Head of Department (HoD) will ensure that their subject teachers assign the correct day(s) for homework. This will be entered into each student's log-book during the first lesson. This timetable will be checked at the first department meeting. Due to the complexity of the timetable some homework will need to be completed on days when the student does not have a lesson; if this is the case, students will be given at least a week to complete it.

Management Information System (SIMS)

All homework for all years (Years 7 to 13) is recorded on SIMS by the class teacher when it is set

Homework tasks

Homework should be relevant and could be:

- revising/preparing for examinations;
- consolidation and practice of work in class;
- completion of coursework assignments;
- learning by heart;
- researching/investigating;
- evaluating/analysing;
- reading;
- drafting and re-drafting;
- essay/report writing;
- designing/drawing.

Sanctions

When homework is not completed, teachers will initially support the student, check for understanding and ensure the tasks set meet the student's needs. Having done this, and if no problems are identified that justify the non-completion, then the following actions/sanctions will be used:

1 Class Teachers –

- will record the non-completion of homework in their staff planner;
- will report the non-completion of homework on the student's next progress report;
- will refer students, who fail to complete homework three times, to the Head of Department.

2 Heads of Department –

- will hold a discussion with students who fail to complete homework three times and will set a departmental detention and inform parents via a school text message;
- will set an After School Detention if students fail to attend the departmental detention, again parents will be informed by text.

3 Form Tutors –

- will monitor general concerns about homework through weekly monitoring of logbooks/mentor slots and will identify students with homework problems across several curriculum areas and place them on a Homework Tracking Sheet;
- following progress reports, Tutors will place students on Homework Tracking Sheets where concerns are raised in three or more subjects;
- if no improvement occurs as a result of Tutor tracking, referral will be made to Heads of Year.

4 Heads of Year –

- will discuss persistent non completion of homework with students and parents and some students may be directed to self-supported study sessions.

Incentives

High quality homework and a good work ethos should be praised sensitively, this could include the following:

- 1 homework could be included in display work;
- 2 rewards for achievement and sustained effort might be awarded for good homework (e.g. raffle tickets/ achievement points);
- 3 a department letter or postcard might be sent home;
- 4 for exceptional pieces of homework students might be recommended for a Headteacher's Award by the class teacher (this is a certificate which is posted home).

Responsibilities

The role of the Student

- 1 To listen to homework instructions in class.
- 2 To copy down instructions for the task (this may be a simple reference to the information EduLink) and record the deadline date in their log book.
- 3 To ensure that homework is completed and handed in on time.
- 4 To attempt all work to the best of their ability.
- 5 To inform the class teacher of any difficulties.

The role of the Form Tutor

- 1 To monitor student homework when students persistently fail to regularly complete homework in three or more subjects.
- 2 To include discussions about homework in Student Mentoring sessions (especially when this has been identified as an area for improvement following Progress reports.
- 3 To promote self-supported study sessions particularly with vulnerable students.

The role of the Class Teacher

- 1 To set homework according to the timetable and record on SIMS.
- 2 To ensure that tasks are integral to schemes of learning and provide appropriate challenge.
- 3 To give full and comprehensive instructions and provide help and support if necessary.
- 4 To ensure the student is given at least three to four days to complete homework tasks so that they have time to seek help from the teacher.
- 5 To set deadlines for completed work and ensure that they are met.
- 6 To mark and return all homework promptly and no later than one week after the deadline for completion.
- 7 To praise and reward those students who do homework tasks and sanction those who do not.
- 8 To refer the student to the Head of Department if homework is regularly not completed.

The role of the Head of Department

- 1 To ensure homework is set and marked consistently across the department.
- 2 To support teachers who are not meeting these requirements.
- 3 To co-ordinate department and school detentions as needed.

The role of the Head of Year

- 1 To offer alternative study support opportunities for students who might find it difficult to study at home.
- 2 To monitor student homework when students persistently fail to engage across three or more subjects and have failed to respond to Tutor tracking.

The role of the Assistant Headteacher (Supporting Teaching)

- 1 To provide staff, students and parents with the necessary homework documentation.
- 2 To develop classroom practice to enhance homework across the school.
- 3 To monitor and evaluate the school's Homework Policy.

The role of the Parents

Parents can assist by:

- 1 monitoring homework set using EduLink;
- 2 providing an appropriate, quiet place to work;
- 3 checking the time spent on individual tasks;
- 4 ensuring that outside clubs do not hamper their child's quality of work;
- 5 checking the presentation and content of all homework being returned to school;
- 6 providing the school with information about any problems through the student log book or by contacting the school directly.

Monitoring

Students' log books will be checked by:

- 1 the Form Tutor (fortnightly);
- 2 the Head of Year (sampled each term);
- 3 the Assistant Headteacher responsible for each year group, who will monitor via progress reports and recommend tracking if concerns are raised across three or more subjects.

Subject Staff will:

- 1 keep a record of homework tasks set as part of their lesson planning, on SIMS and in their own planner;
- 2 mark the homework within one week;
- 3 keep a record of student completion of homework tasks and marks awarded (the nature of 'marks' will vary from subject to subject and may range from levels and grades to simple systems to indicate work has been completed);
- 4 refer students who fail to complete three homework's to the Head of Department;
- 5 make their records available to the Head of Department and Senior Leadership Team, when requested.

Heads of Department will:

- 1 sample homework records on SIMS;
- 2 share homework and resources in Schemes of Learning;
- 3 co-ordinate departmental and After School Detentions.

The Assistant Headteacher (Supporting Teaching) will:

- 1 sample homework records on SIMS;
- 2 sample examples of homework and talk to students and staff to improve the quality of provision;
- 3 review the Homework Policy every three years.

The Deputy Headteacher (Curriculum and Standards) will:

- 1 provide support and advice in all of the above.