

HOMEWORK POLICY

1 Purposes of Homework

- * To encourage and develop self-discipline in the completion of regular independent study.
- * To consolidate, extend and reinforce knowledge and skills developed in lessons.
- * To prepare for tests and examinations.
- * To give students experience of working on their own and develop a sense of responsibility and commitment to their own learning.
- * To foster the school/home link in the learning process as partners in education.

2 Principles Underlying the Homework Policy

- * Students must take full responsibility for their homework and should be supported by their parents/carers.
- * Homework should be issued in appropriate quantities, and completion dates should be both clear and reasonable, taking into account home environment, family obligations and extra-curricular activities of students.
- * Homework should be a carefully planned and integral part of a programme of study. It should not be seen as an “add on” or a dispensable extra.
- * Homework should match the needs and abilities of the students it is intended for.
- * Homework should promote opportunities for consolidation and extension.
- * Homework is related to current work and where possible should be stimulating and challenging.

3 Types of Homework

Homework tasks can take many different forms including the use of ICT, especially tablets, as all students have access to their own or a school loaned tablet. Whilst there are too many different homework tasks to list most will fall into the three categories below. A selection of examples has been included under each of the headings.

Practice exercises – providing students with opportunities to apply new knowledge, or review, revise and reinforce newly acquired skills. Examples include:

- * Consolidation exercises, e.g. memorisation of tables in Maths;
- * Practising for mastery, e.g. spelling words;
- * Revising information about a current topic;
- * Practising words or phrases learned in a modern foreign language.

Preparatory homework – providing opportunities for students to gain background information on a unit of study so that they are better prepared for future lessons, including:

- * Background reading;
- * Reading e.g. English text for a class discussion;
- * Researching a topic for a unit of work or lesson;
- * Collecting items e.g. ingredients for a food and nutrition lesson.

HOMWORK POLICY

Extension assignments – encouraging students to pursue knowledge individually and imaginatively to broaden their knowledge of a subject or develop an area of a topic that they are personally interested in. Examples include:

- * Making or designing something e.g. an art work;
- * Researching e.g. history of WWII project or local news;
- * Choice homework e.g. choose four homework tasks from the sheet and complete;
- * Extended projects e.g. adopt a US State in Geography;
- * Information and retrieval skills e.g. using the internet to find material on a topic.

4 School Practice

Guidelines

- * Homework should be set in all subjects as indicated in the published homework timetable.
- * Homework should be varied
- * Whenever possible the homework should be a discrete piece of work.
- * Students in Year 7 should complete approximately 45 minutes of homework each evening. This amount will increase as students' progress through school with Year 10 and 11 students completing up to 90 minutes of homework each evening.

Homework Timetable

- * In May a draft homework timetable for the following year will be compiled by the Assistant Headteacher (Curriculum) for agreement by the Heads of Departments.
- * In June a paper copy of the homework timetable will be issued to each student through their form tutor.
- * Form tutors should ensure that all students set out their homework planners with the appropriate subject homework for the half term ahead. This should be done at the start of each new half term.
- * A copy of the most up to date homework timetable is available for parents/carers to view on the relevant year group page on the school website

5 Roles and Responsibilities

Students should:

- * Bring planner to every lesson.
- * Clearly record homework in the planner including the day on which it is due to be completed by.
- * Be responsible for the completion of all homework tasks set.

HOMWORK POLICY

Form Tutors should:

- * Issue planners and homework timetables at the start of the school year in June.
- * Check planners on a regular basis and refer any difficulties to the Head of Year.
- * Check PARS for any recorded issues of incomplete homework (F1).

Subject Teachers should:

- * Set, mark and record homework according to school policy and homework timetable, ensuring that homework is always set on the designated day.
- * Ensure that planners are used to record the homework to be done, undertaking regular spot checks. Students should also be encouraged to record any additional work that they have completed, for example revision or extended reading.
- * Ensure that homework is done regularly, promptly and to the best of the student's ability.
- * Follow school policy when homework is not completed or late, in the first instance dealing with the issue themselves.
- * Record incomplete or unsatisfactory homework as an F1 on PARS.

Parents should be encouraged to:

- * Regularly refer to the homework timetable issued in June.
- * Regularly monitor the student's work and planner.
- * Sign the planner on a weekly basis.

6 Monitoring of Homework

It is the responsibility of every Director of Faculty or Head of Subject to:

- * Monitor the setting, marking and recording of homework within their subject area;
- * Deal with any homework concerns according to school policy;
- * Inform form tutors of students who persistently do not complete homework;
- * Inform parents of students who persistently do not complete homework.

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HOMEWORK POLICY

APPENDIX A

CHECKLIST FOR HELPING YOUR CHILD WITH HOMEWORK

Show you think Education and Homework are important:

- * Set a regular time every day for homework.
- * Ensure your child has paper, books, pencils and other things needed to do assignments.
- * Set a good example by reading and writing yourself.
- * Stay in touch with your child's teacher.

Monitor assignments:

Do you know what your child's homework assignments are? How long should they take?

Do you know how the teacher wants you to be involved?

Do you see that assignments are started and completed?

Do you read the teacher's comments on assignments that are returned?

Is TV viewing or surfing the internet cutting into your child's homework time?

Do you check your child's homework diary on a regular basis?

Provide guidance:

- * Understand and respect your child's style of learning.
- * Does (s)he work better alone or with someone else? Does (s)he learn best when (s)he can see things, hear them, or handle them?
- * Help your child to get organised. Does your child need a calendar or assignment book or a bag for books and a folder for papers?
- * Encourage your child to develop good study habits (e.g. scheduling enough time for big assignments; making up practice tests).
- * Do you talk with your child about homework assignments? Does (s)he understand them?
- * Do you and your child talk about plagiarism and its consequences?
- * Do you talk with your child about online safety? This may be important when your child has to use the internet to complete homework. Information and links to useful websites are available on the school website under the Parent Support section.

Talk with someone at school when problems come up:

- * If a problem comes up, do you contact the teacher?
- * Do you contact your child's form tutor to try and work out a plan and schedule to fix homework problems?
- * Learning Plus is available after school every night of the week to support homework completion. There is a member of staff available to help and there are access to computer and printing facilities.

HOMEWORK POLICY

APPENDIX B

FAILURE TO COMPLETE HOMEWORK

Any system to ensure the completion of homework must ultimately involve working in partnership with parents/carers and the students involved.

The following system should be used as a guide to ensure a consistency of approach across all faculties once a class teacher has exhausted all of his/her powers of persuasion:

- 1** If a student fails to complete a homework by the specified deadline a teacher should record this on PARS as an F1.

An F1 can also be used when marking homework if the teacher feels the work is lacking in effort and quality when compared to the students' ability.

- 2** If after a number of chances, the student fails to complete the homework issued, the teacher should issue a breaktime or lunchtime detention for the student to complete the homework set.
- 3** Should a student fail to attend a breaktime or lunchtime detention an after school detention should be given (as per the school behaviour policy which should be followed at this point).
- 4** If the homework matter persists, the DTL or Head of Subject should be informed and they will then intervene to try and resolve the matter.

Non-completion of homework will be monitored by the form tutor through PARS. Students that are accumulating a number of F1 sanctions on PARS in one or across a range of subjects will receive appropriate intervention from the form tutor. This may involve placing the student on a homework monitoring card, writing or phoning home to speak with parents/carers or a referral to attend Learning Plus after school.

Where a student fails to respond to the intervention from a form tutor a referral should be made to the relevant Head of Year.

The aim of this system is to ensure students value and complete the homework set by subject teachers. It is not a means of punishment. Once students have completed the necessary homework the matter should be resolved and students allowed to continue with their school day.