

HOMWORK POLICY

We give homework to provide students with the experience of working by themselves, without immediate recourse to the teacher or other students, to consolidate work covered in class and to develop the habit of private study. We ask parents to share responsibility with us in seeing that homework is done conscientiously and in the best possible conditions; this forms part of the Home-School Agreement.

Homework not only reinforces classroom learning, it also helps students to develop skills, attitudes, and understanding that they need to realise their full potential and to develop self-learning skills for the future. It encourages exploration, investigation and creative thinking, and can help develop self-confidence.

The objectives of setting homework are:

- To encourage students to develop the skills, confidence and motivation needed to study effectively on their own, which is vital given the importance to students for lifelong learning and adaptability.
- Consolidating and reinforcing skills and understanding developed at school.
- Extending school learning, for example through additional reading.
- Sustaining the involvement of parents and carers in the management of their child's learning and keeping them informed about the work students are doing.
- Managing particular demands, such as GCSE and A level coursework.

We give all students a homework diary at the beginning of the year, in which there is room to write down the homework set and for parental and teacher comment; the student's homework diary should be read and signed every week by parents of students from Years 7 to 11 and will be checked and signed by the Form Tutor at regular intervals. At the start of the school year, the students are required to write their homework timetable in to their diary. The homework timetable specifies which subjects set homework on which night.

The school are also exploring ways to provide digital access to the homework set to students and parents. This new method of access will develop for and from September 2018.

The school will ensure that homework is an integral part of the curriculum and is planned and prepared alongside all other programmes of learning and teaching. Homework will be appropriate to the age, ability and circumstances of all our students taking into account special educational needs so that students with these needs are not left out or overburdened.

The following is offered as a guideline to the amount of homework set and it is stressed that homework should arise naturally from work covered in class; it should not be set for its own sake.

Year 7	About five to seven hours per week
Year 8	About eight hours a week
Year 9	Eight to ten hours per week
Key Stage 4	Ten to fourteen hours per week.
Key Stage 5	Minimum of 5 hours for each subject per week

Each A-Level student must be prepared to spend a minimum of five hours per A-Level subject each week out of timetabled lessons. Further guidance is available in the Sixth Form booklet. However, it is important that a balance be kept between students' homework and their opportunities to continue other worthwhile activities out of school.

Of course, students work at different speeds and so homework will take longer for some students than for others. If there is a persistent problem over homework, we encourage parents to get in touch with the Form Tutor or Head of Year. Similarly, we shall get in touch with parents if we feel there are frequent problems over homework, as the parents could help resolve the issues.

We are conscious that, for some of our students, home study is difficult as they themselves are carers for siblings and in a few cases for parent(s). Not every home can provide a quiet place in which to study and work and so for those students particularly, but also for any others who feel they might benefit, the school's library is available as a supervised study area until 5.15pm each night.

Staff responsibilities

Teachers are expected to:

- Set homework of appropriate duration at the time specified in the homework timetable.
- Set differentiated tasks that provide a suitable challenge for all students in a class.
- Usually allow more than 24 hours for the completion of homework tasks.
- Devote sufficient time in the lesson for the setting of homework, to ensure each student has had the required time to note the homework in their diary.
- Provide diagnostic feedback (in the form of a WWW and an EBI statement) to the students regarding some of the work set.
- Award merits for work that is impressive or reflects impressive effort.
- Award sanctions for missing or incomplete homework, as detailed below.

Teachers are expected to mark homework that lends itself to assessment at a minimum of once every six lessons, but homework will not always be in the format of formal written tasks. The following list gives an indication of the range of tasks that might be set:

- Investigations.
- Research.
- Reading more about a topic rather than revising notes already given.
- Drawing and designing.
- Interviews and surveys.
- Word processing.
- Essay writing or drafting reports.
- Making a model and coursework.

Heads of Department are expected to:

- Lead their teams in discussing and developing homework tasks.
- Monitor the setting of homework by all members of their team.
- Monitor the quality and frequency of marking by each member of the department.

Form Tutors are expected to:

- Ensure that the members of their tutor groups understand the homework timetable and how the school expects the homework diary to be organised.
- Ensure that all members of their tutor group write their homework timetables in their homework diary.
- Monitor the completion of the homework diary by their students and initial at least twice every half-term.
- Be aware of any home circumstances that make the completion of homework difficult for students, and encourage such students to work after school or in the lunch break in the library.

Student responsibilities

Students will need to:

- Record homework in their diary and ensure they understand the homework tasks.
- Always have their diary with them and get it signed at home by a parent/carer every week.
- Demonstrate a commitment to spending an allocated time doing the tasks set.
- Complete homework tasks to the best of their ability within the appropriate length of time.
- Hand the work back on time either in class or to the appropriate collection place.

Students should get in to the habit of doing homework on the night it is set and designating regular homework time.

Parental responsibilities

Parents, carers or guardians will encourage and monitor homework by:

- Providing a reasonably quiet, suitable place in which their child(ren) can do their homework (as far as possible).
- Making it clear to their children that they value homework and support the school in explaining how homework can help them make progress at school.
- Encouraging their children and praising them when they have completed their homework.
- Expecting deadlines to be met and checking that they are.
- By supporting the school's system of sanction (see below) for late or incomplete homework.

- Signing the homework diary each week.

Procedure for late or missing homework for students in all Key Stages:

Teaching staff are required to mark and/or assess students' work regularly. This assessment is likely to involve a judgement concerning the amount of effort invested by the student in the completion of the work, the academic quality of the presented work and a diagnostic indication of 'what went well' (WWW) and how the work would have been 'even better if' (EBI) suggested improvements had been made.

The above is the expectation for work that is submitted by the set deadline. Work submitted late that is explained appropriately by a supporting letter from parents will be marked using the standard expectation for assessment, as outlined above. On those occasions that work is submitted late/not submitted without a supporting letter, the procedure outlined below is to be followed:

- Teaching staff are to e-mail the School Office on the day of the deadline with the name of the student that has failed to submit work. A record of the missed deadline will be made and an e-mail sent to the parents to inform them of the situation. Teaching staff are to set a new deadline for the submission of the work of the following day; this information will be included in the e-mail to the parents. Once the work is submitted, teaching staff will assess the work for their records, in order to have an awareness of the progress of all students, but will return the work without either diagnostic feedback or an assessment of attainment. Rather, a capital L in a triangle and the member of staff's signature will be posted on the work.



- If a student fails to hand in work by the deadline on a second occasion in the same subject (this includes a piece of work that is already late and has had a revised deadline set), the above procedure is repeated. The student is also punished with a lunchtime detention. Staff in the School Office will inform the student and parents of the detention.
- If a student fails to hand in work by the deadline on a third occasion in the same subject (this includes a piece of work that is already late and has had 2 revised deadlines set), the same procedure is followed but the student receives an after-school detention. The detention will take place on either a Tuesday, Wednesday or Thursday afterschool. Staff in the School Office will inform the student and parents of the detention.
- If a student fails to hand in work by the deadline on a fourth occasion in the same subject, the after school detention procedure is followed again but this time is supervised by a member of SMT. In addition, a letter asking parents to come in to meet with the Head of Year to discuss the situation will be sent. Other senior staff will become involved as appropriate.

An e-mail will be sent to all HOYs and HODs every two weeks showing those students that have failed to submit work by the deadline. This will enable HOYs to have an overview of the performance of all students within a year group across every subject and HODs to have an awareness of particular issues within their department.

After each E&A assessment completion, the running total for each student returns to zero. Subsequent failure to submit a piece of work without a supporting letter, in any subject, re-starts the procedure outlined above.

HOMWORK GUIDELINES

We offer the following guidelines to parents on homework:

1. Please check the homework diary regularly. This has proved to be the single most helpful tool for helping students to organise their homework efficiently. It is also proving to be a useful method of communication. Please write a note in it to the staff concerned if your child is unable to complete homework for any reason (because they have not understood, or they had a family commitment, or they were unwell, or the printer was broken etc.). This should prevent the child from being treated unfairly. Obviously, you could write a letter instead, but the note in the homework diary will suffice.
2. We feel on the whole it is better for students to work in a quiet place, although some students do find music helps them to concentrate. Certainly, there should not be major distractions, such as television or loud music on in the room.
3. The sanctions for students who miss a deadline or submit incomplete homework will, generally speaking, be:
 - a) verbal rebuke if there is no acceptable reason from parents and an email from the school to parents to highlight the situation and to set a revised deadline for the submission of the work (usually 24 hours)
 - b) issue of a lunchtime detention
 - c) issue of an after-school detention
 - d) parent(s) asked to come into see the Head of Year or Form Tutor if there is a recurrent problem.
4. A place for supervised quiet study is available for students who wish to do their homework in school. The Librarian is in the main Library until 5.30pm each day and students may stay there if they wish to do their homework.
5. We are enclosing a chart which should give you some idea of the type and amount of homework each subject expects in Key Stage 3. (see below)
6. Staff believe it should be possible for students to continue to follow extra-curricular activities throughout their time in school and will be understanding about these as long as they are informed. We feel it helps students to develop as people, find balance in their lives and to be organised about their work.

We hope that this is helpful and welcome any further comments.

HOMEWORK GUIDELINES: KEY STAGE 3

<i>Subject</i>	<i>Homeworks per fortnight (max)</i>	<i>Time per piece set</i>	<i>Nature of Homework</i>
Religious Education	3	30 -45 minutes	Project work – extended writing, comprehension, IT skills, illustration, preparation, research, revision.
English	4	30 -45 minutes	Reading, writing, including planning and drafting, preparation of oral work, research, learning.
Maths	4	30 -45 minutes	Independent skills practice and consolidation, revision, investigative work.
Science	4 (Yrs7&8) 6 (Yr9)	30 -45 minutes	Questions to give practice in skills; research, revision; writing up experiments; planning investigations.
Art	2	30 -45 minutes	Research, preparation or consolidation.
Design Technology	3 (Yr7&8 2 (Yr9))	30 -45 minutes	Various tasks related to designing and making, and theory.
Drama (Y8&9)	2	Up to 45 minutes	Writing – evaluations, scripts. Learning and preparing for performance. Research.
Geography	2 (Yr7) 3 (Yr8&9)	30 -45 minutes	Worksheets, map work, written work, research, project work, visual presentations, spelling of geographic terms.
History	2 (Yr7) 3 (Yr8&9)	30 -45 minutes	Extension and development of class work, research, extended writing, visual and diagrammatic work, revision, reading.
Computing	2	30 -45 minutes	Online quizzes and research tasks.
Latin	2	30 -45 minutes	Learning and preparation. Written work.
Modern Foreign Language	2	30 -45 minutes	Learning vocabulary, structures, phrases, grammatical principles. Practising speaking. Written work in the foreign language.
Music	2	30 -45 minutes	Research, preparation for practical, composition, revision.
Citizenship (Yr&7)	2	30 -45 minutes	Extension and development of class work, research, extended writing, visual and diagrammatic work, revision, reading.

Generally, the shorter length of time will apply in Year 7, building up to the longer time by Year 9.

Agreed by the Leadership Committee: Wednesday 16th May, 2018

Next review: Summer 2020