

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 and independent learning. 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. (During the Covid-19 remote learning period, all work set in effect will be homework)

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.
- To manage particular demands, such as GCSE and A level coursework.

All homework set is via the ClassCharts app. The homework timetable specifies which subjects set homework on which night.

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 their 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
Key Stage 4	Eight 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. 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 5:30pm-each night.

(During the Covid-19 remote learning period, since all work set is homework, staff will be mindful of the different circumstances that exist for students and the time and resources that students have.)

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. (During the Covid-19 remote learning period, approximately one week should be given for work to be produced by students)
- Devote sufficient time in the lesson, to ensure each student understands what homework is being set.
- Provide diagnostic feedback (in the form of a 'what went well' (WWW) and a student action) 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, (During the Covid-19 remote learning period, marking will take place once per half term if the class has more than one lesson per week and once per term if the class has only one lesson per week) 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 or 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
- 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:

- Ensure they understand the homework tasks.
- 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 into the habit of doing homework on the night it is set and designating regular homework time. (During the Covid-19 remote learning period, a routine or flexible structure will help students with completing work at home)

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.
- Regularly checking the ClassCharts app.
- 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.

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

(During the Covid-19 remote learning period, any HW that is not produced by the due date will be noted on Classcharts so that parents are notified but there will not be a sanction . If lack of work continues to be an issue, then parents should be contacted by the subject staff. Staff need to be aware of and have empathy for the difficulties some students are facing with home learning.)

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 a 'student action' with suggested improvements or extension work.

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 note this missed HW on ClassCharts. Parents are then informed via the ClassCharts app. Teaching staff are to set a new deadline for the submission of the work of the following day. 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 sanctioned with an afterschool central detention (1 hour on a Tuesday, Wednesday or Thursday). Staff will set the detention via the ClassCharts app and the app 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 afterschool SLT detention (1 hour 15 minutes on a Tuesday or Wednesday). The ClassCharts app 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 it is a Headteacher's detention (1 hour 30 minutes on a Friday) In addition, a phone call from the Head of Year to discuss the situation with parents may resolve the matter or parents may be asked to come in to meet with the Head of Year to discuss the situation. Other senior staff will become involved as appropriate.

HOYs and HODs have access to the ClassCharts data. 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.

HOMEWORK GUIDELINES

We offer the following guidelines to parents on homework:

1. Please check the ClassCharts app regularly. This has proved to be a useful tool for helping students to organise their homework efficiently. It is also proving to be a useful method of communication. Please write an email or a note 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.
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 be, generally speaking:
 - 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 an after-school detention (1 hour)
 - c) issue of an after-school detention (1 hour 15 minutes)
 - d) issue of an after-school detention (1 hour 30 minutes) and parent(s) contacted and potentially 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 so 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.

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: 23rd July 2020

Next review: Summer 2022