



HOMEWORK POLICY

**Presented to
Curriculum and Standards Committee
20 February 2018**

Date approved:	20 February 2018
Date reviewed:	7 July 2015 (approved) Full Governors
Date of next review:	Spring 2021

¹ This is the date the policy was approved by the meeting

² This is the date the policy was reviewed prior to its approval above

³ This is the date as set by the policy review clause or the date approved plus two years



Homework Policy

1.0 PRINCIPLES

Well-designed homework will play a valuable part in a student's education. It offers opportunities for work which is independent of the teacher. Homework tasks may exploit materials, new technologies and sources of information which are not always accessible in the classroom. Homework will take many forms and is an essential complement to the work done in lessons. It is relevant to all Key Stage 3, Key Stage 4 and Key Stage 5 courses and plays a vital part in enhancing students' learning, reinforcing what it is done in the classroom, encouraging them to take increased responsibility for achieving their goals and increasing their chances of success.

2.0 PURPOSE

Homework is set to provide students with opportunities to:

- Extend, develop and practise what was learned in class.
- Prepare for work in class.
- Acquire the ability, confidence and organisational skills to work independently.
- Work at their own pace and ability level, particularly in tackling longer term projects.
- Make use of resources and new technologies outside of the College.
- Strengthen College-home links in the learning process.
- Revise and reinforce skills and knowledge learnt in the class work.

Homework also helps the teacher to:

- Check that students understand class work.
- Assess students' potential necessary for reviews and examination entry.

Homework will take many different forms including: planning, preparing, revising, learning, reading, speaking, designing, drawing, collecting, re-drafting, improving, researching information and written tasks to consolidate or extend learning.

Some homework tasks will be specific short term tasks related to the topic at that time and others will contribute to longer term tasks such as projects, portfolios of work and coursework.

3.0 FACILITIES AND RESOURCES

The College will provide a learning resources area including library facilities during the school day and after school so that students can access resources and suitable conditions for doing homework. This area has computers and access therefore to Sharepoint. All students have access to the Sharepoint, which stores learning resources and homework tasks, etc.

When students join the College, parents / carers are given advice and asked to undertake to provide suitable conditions at home for doing homework.

The student planner is the means by which homework is recorded by the students and monitored by teachers, the tutor and parents / carers.

4.0 PRACTICE

It is expected that teachers set homework for their classes and that it is of an appropriate level and length for the students concerned. Guidelines will be given by the curriculum area. Some curriculum areas ie Drama, Dance, KS3 PE may not set homework. Some other practical areas will set homework at the appropriate part of the project ie Technology, Textiles, Food Technology and Music.

As a general rule:

- Key Stage 3 classes should be given between 30 minutes and 45 minutes of homework per subject per two week cycle.
- Key Stage 4 classes should be given between 45 minutes and 60 minutes of homework per subject per two week cycle.
- Key Stage 5 should have a minimum of 3 hours of homework per subject per two week cycle.

Wherever possible, students should be given a regular day on which homework is issued so that they can plan their time accordingly. Students should be given several days to complete the homework but no less than 48 hours.

Occasionally it may be beneficial to set Key Stage 4 or Key Stage 5 students' homework to be completed overnight. This would be infrequent and not the norm. Students should talk to their class teacher if completing the homework overnight is not possible.

If a class is split between two or more teachers they should arrange between themselves who is responsible for setting and marking of homework. The Curriculum Manager should be aware of the arrangement.

5.0 RESPONSIBILITIES

5.1 The student is responsible for:

- Recording all homework tasks in the student planner
- Recording the completion deadline.
- Completing the work set to the best of his/her ability.
- Handing the completed work in on time.

5.2 The parent / carer is responsible for:

- Providing a suitable place for their son / daughter to do his/her homework.
- Checking the student planner to see what homework is set.
- Encouraging the student to complete the homework on time.
- Contacting the College via the tutor or subject teacher if there are any concerns.

5.3 The teacher is responsible for:

- Setting appropriate homework according to the College and curriculum area policies.
- Ensuring that there is opportunity for homework to be properly recorded in the student planner. For some groups, the homework should be written on the board for students to copy down.
- Using Sharepoint to promote homework tasks and deadlines.
- Setting a date for completion.
- Marking the homework, where appropriate and meaningful, and giving helpful and constructive comments.

- Returning work which is marked within two weeks of taking it in. If this is a problem, students should be informed when it will be returned.
- Providing time in lesson for students to reflect on and improve their work, based on feedback.
- Taking appropriate action to sanction students who fail to complete homework including contacting parents / carers.

5.4 The Curriculum Manager is responsible for:

- Ensuring that colleagues are aware of both the College and curriculum area policies.
- Monitoring that all staff set and mark homework, within the policy guidelines, and taking appropriate action if this is found not to be the case.
- Monitoring that the homework set is appropriate for specific classes and individuals.
- Checking homework is set and completed by students when scrutinising student work.
- Asking students about their homework when undertaking student interviews.
- Responding to parents / carers who raise concerns about homework issues.

5.5 The tutor is responsible for:

- Issuing tutees with a student planner and ensuring it is used and replaced when lost.
- Checking student planners regularly to see if homework is being set and responding to any concerns from parents / carers about homework.
- Contacting parents / carers if homework completion or missed deadlines become an issue with a tutee.
- Contacting subject teachers if a student or parent / carer has issues that cause problems with regards to homework.

5.6 The Head of Year is responsible for:

- Ensuring all tutors check and monitor the use of the student planner.
- Following up serious homework issues passed to them by the tutor including contacting parents / carers.

5.7 The Assistant Headteacher with responsibility for homework along with the Senior Management Team is responsible for:

- Overseeing the monitoring of homework and its marking by the Curriculum Manager who will provide quality assurance evidence. The setting and marking of homework across the College will be monitored by checking student planners during tutor time, lesson observations, learning walks and liaising with Curriculum Managers about homework issues that arise.
- Discussing homework with students when focus groups are interviewed.
- Providing facilities and resources within the College to help students complete their homework.

6.0 **SANCTIONS FOR NON-COMPLETION OF HOMEWORK**

- If homework is not completed on time, for a valid reason, then the student will be given a negative SIMS point and could face escalating sanctions including detentions at lunch, after school and possible internal exclusion.

7.0 MONITORING AND REVIEW OF THE POLICY

The Local Governing Committee (or responsible committee) will review this policy in line with the procedure for policy review.

Date for Review

If no other reason for review (see policy review procedure) this policy will be reviewed in Spring 2021.