



Discovering Potential | Learning to Care | Respecting Differences

POLICY AND PROCEDURES

HOMEWORK POLICY

POLICY

The School believes homework is an integral part of the teaching process from Junior School onwards. The purpose of homework changes and develops as a student moves through the school.

Homework is a number of tasks or activities which students are asked to do on their own or where appropriate with their parents and peers in order to reinforce curricular objectives and learning outcomes. Homework will also enhance the learning experience and instill good work habits for the future.

The amount of homework assigned normally increases from year to year. Homework helps to build – positive home/school partnerships. It assists teachers to assess the students’ knowledge and understanding of the current lessons and the students’ ability to carry out tasks in an independent manner.

Teachers need to ensure students have recorded all homework set.

Homework guidelines:

- Instructions for homework should be clear
- Homework should be interesting and rewarding for all students
- Integrated into everyday planning and set by the class/subject teacher
- Differentiated to cater for individual students’ learning needs
- Students work to be assessed promptly and appropriate feedback given to the student.

PROCEDURES /GUIDELINES

Quantity of Homework

- A set time allocation of homework for each year group is to be published to students. Junior school homework times will increase as they move through the school. Students from 7-9 are expected to work for no longer than 2 hours per day. Students from years 10-11 are expected to complete the set tasks.
Refer to Appendix A for recommended times
- Homework will be set to meet a need and will fulfil a specific purpose.
- Homework is to include reading and research work.

Types of Homework

The task must fulfil one or more of the purposes set out below:

- The homework will be differentiated by task or by outcome in order to cater for the abilities within the class
- Tasks should be varied over time to include:
 - Recording information
 - Answering questions
 - Writing independently
 - Collaborative work including discussions
 - Problem solving
 - Practical/creative tasks
 - Reading
 - Enquiry and research

STUDENT'S RESPONSIBILITIES

- Record carefully all homework set
- Take home all books and equipment required to complete the homework
- Concentrate and persevere on the homework task set.
- Hand in the completed homework at the appropriate time
- Note and act upon feedback from the teacher, verbal or written.

TEACHERS' RESPONSIBILITIES

- Establish an understanding that homework is an important and serious aspect of school life.
- Set homework tasks which are a relevant and coherent part of the current work
- Ensure that the work set is reasonable in terms of time
- Ensure that the needs of individual students are taken into account, either by setting differentiated tasks or by setting tasks which allow for differentiated outcomes.
- Communicate with parents if a problem arises
- Allow sufficient time in class for homework to be explained and recorded
- Assess, evaluate and return the work as soon as possible
- Give verbal or written feedback as often as is feasible
- Record any serious homework issues in the student's file and inform the Pastoral Team for further action
- Set homework to be uploaded on the VLE where appropriate

PARENTS' RESPONSIBILITIES

- Establish an understanding that homework is an important and serious aspect of school life.
- Provide a suitable environment and regular routine
- Discuss homework and assist in planning and organising time
- Provide assistance during a task, if necessary
- Encourage and promote independent work habits

- Ensure that the time allocation is adhered to. If a task is not completed within the time, or if there is anything the teacher should be aware of contact the teacher personally.
- Communicate with the Form/Class/Subject teacher if a problem arises

Parents are asked to convey to their children that getting work off the internet should not be the sole purpose of the homework. Students' input needs to be guaranteed.

MONITORING

- The Head of Department/Key Stage Coordinator will discuss this policy and the procedures with academic staff on a termly basis
- She/he will check planning for evidence of a range of homework tasks and differentiation
- She/he will take samples from each class of homework tasks set and students' completed work, paying particular attention to assessment and feedback
- Classroom observation by appraisers will include reviewing feedback to students, type and quantity of homework set.

Ultimately, homework should provide a student with an opportunity to consolidate their knowledge, appreciate time constraints, and for a teacher to assess the progress of each student through independent learning.