

Review Cycle	3 Years
SLT member responsible	SWi
Committee	CaC
Date adopted	13/05/2015
Review Date	May 2018

Homework policy

Purpose

At Litcham School homework is designed to improve achievement and help our pupils to develop the skills and attitudes they will need for successful lifelong learning. It requires careful planning and integration into the scheme of work of each curriculum area. It is school policy that all pupils in each year and at all levels of ability will be set regular homework.

Learning at home is an essential part of the pupils' education. Regular homework is set because it gives pupils the opportunity to practise at home the tasks covered in class, and helps the pupils work towards improving important skills. It also helps our pupils to become confident and independent in their learning, which will help throughout their time at school and in adult life.

Who was consulted?

In producing this policy we consulted with all teachers, pupils/students and parents/carers. We referred to guidance from our local authority and the Ofsted Evaluation Schedule.

Relationship to other policies

The policy should be read in conjunction with the teaching and learning policies and the home-school agreement.

Definitions

Homework is defined as work that is an additional enhancement of the work undertaken in lessons. Not all homework is done at home; in fact, for some pupils who find it hard to work at home, or for some tasks, which may require resources (books, software, equipment), it is necessary or desirable to carry out the task at school.

The objectives in giving homework are:

- to establish consistent study patterns
- to reinforce subject matter learned in class or prepare for new learning activities
- to develop research skills
- to establish independent learning skills
- to show progress and understanding

- to provide differentiated and challenging work for all students
- to provide feedback in the evaluation of teaching.

Frequency and Duration

The following guidelines should be taken as a minimum (except Y R and Y1 & 2 where the times are advisory) and greater amounts and duration may be necessary with some classes and individual pupils.

- YR 30 minutes per week
- Y1 & 2 30 minutes per week
- Y2 & 4 1 hour per week
- Y5 & 6 1 hour per week

- Year 7 30 minutes per subject (approximately 60 – 90 minutes per night)
- Year 8 & 9 40 minutes per subject per week
- Year 10 & 11 1 hour per week per GCSE / Applied course (although some may need more – eg Art 2 hours)

When will homework be set?

Years R – 6

- This is decided by each class teacher and parents are informed. Pupils will have a note of their homework in their planners.

Years 7 - 11

- This is decided by each curriculum area in collaboration with the Deputy Head (timetabling). On completion of the school timetable, departments submit their requirements to the Deputy Head (timetabling) who prepares and issues the school homework timetables to staff to share with pupils in their planner. A copy is also posted on the school website.
- There will be no written PE homework at KS3 although students will be encouraged to regularly participate in physical activity outside of school.

What happens if homework is not done?

Students are expected to complete homework as soon as possible after it is set and certainly by the deadline stated by the teacher. When homework is not completed, teachers should initially support the pupil and ensure the tasks set meet the pupil's needs. If this is so, then the following strategies should be employed: -

Class teacher - discussion and negotiation with pupil, informing parents via student planner.

Pupils may be given extra time to complete homework (assuming valid reason for non-completion is given). Alternatively, a detention may be given at break time or lunch time.

Head of Department - discussion and negotiation with referred pupil, informing parents by student planner. Pupils may be given a detention in order to complete the homework task, notice of which may not be given. If non-completion persists, then parents must be contacted and invited in to meet with Head of Department and teacher. The Head of Department will put in strategies to support that pupil – e.g 1-1 session to go over the work, putting the pupil onto a Subject Report to monitor progress, or discussion with SENDCo to ensure all needs are being met. The pupil's tutor/HOY should be informed.

Roles and responsibilities

The role of the pupil:

- To listen to homework instructions in class.
- To copy down instructions for the task and deadline date into the student planner.
- To ensure that homework is completed and handed in to meet the deadline.
- To attempt all work and to give of their best.
- To inform the class teacher of any difficulties.
- To use the facilities in the school library, if they are not available at home.
- To use the facilities provided by the homework club, if they are not available at home.
- To collect homework from staff immediately on a return from absence.

The role of the class teacher:

- To set homework according to the timetable.
- To publish homework via sticker, written in planner, via google classroom etc.
- To give full and comprehensive instructions and to make sure these are copied into the student planner.
- To set deadlines for completed work and ensure that they are met and if not consequences follow.
- To mark and return all homework promptly.
- To mark formatively, giving pupils information on how they can improve their work in line with the assessment policy.
- To inform the Head of Dept, Tutor and Head of Year, as appropriate, when problems arise.

The role of the Head of Department:

- To support the class teacher in enforcing the completion of homework by students.
- To seek to enhance the quality of homework set.
- To monitor and evaluate the homework policy within their curriculum area.

The role of the Form Tutor:

- To include homework in pupil mentoring where appropriate.
- To see that homework is being set and recorded.
- To check that the diary is being signed by the parent/guardian.
 - To note and respond to any comments written in diaries by parents

The role of the Parents:

The role of the parent is crucial if a child is to gain success from homework. To reinforce its value through positive feedback will give students the confidence to persevere, work hard and reach high standards of achievement. This should include:

- Discussing with your child what will be involved in the homework.
- Providing the environment necessary for success. Ideally, they need a quiet, well-lit place to study with interruptions kept to a minimum when they are working.
- Responding positively when your child asks for help. Giving plenty of praise and encouragement.
- Keeping them well supplied with healthy food and drinks.
- Encouraging your child to complete homework as soon as they return from school.
- Signing the student planner each week.

At the primary phase this should also include:

- Read with your child
- Listen to them read
- Encourage writing e.g. Thank you letters, shopping lists, letters to relatives
- Supporting the suggested mathematics activity

Arrangements for monitoring and evaluation

Subject Staff:

- Will keep a record of homework tasks as part of their planning folder.
- Make the record available to the curriculum leader.

Head of Department:

- Will sample homework records.
- Will look at examples of homework and talk to pupils and staff
- Will complete an investigation on each year group according to monitoring and review cycle and discuss outcomes with SLT line manager

SLT line manager:

- Will sample homework records through Monitoring and Review cycle.
- Will sample examples of work and talk to pupils where and when required.
- Will inform and provide information for the annual review of the school policy.

Student planners will be checked by:

- The form tutor (weekly)
- The Head of Year (sampled every few weeks)
- The SLT pastoral link (sampled once per half term)
- Parent/Carers (weekly)

Frequently Asked Questions about homework

We have received questions and queries from parents and carers concerning a variety of aspects regarding homework. We have summarised these below in what we hope will be a helpful guide which will enable you to further support your son/daughter

1. *'What is my role in homework?'*

Encouragement is a major role. Ensure that your child manages and copes with the workload. Sit with them. Talk to them about the tasks. If youngsters verbalise their learning they are more likely to retain the knowledge.

2. *'I'm busy and don't have time to help. What can I do?'*

It's not essential that you sit with them and work alongside them, but showing an interest is imperative. Ask them what tasks they're undertaking tonight and sound enthusiastic!

3. *'I can't help because education has changed since I was at school. I don't know what my child is taught.'*

You can support by appearing interested in school: reading the school newsletter; attend parents' evenings. Generally show an interest in school. Check the school website.

4. *'I don't know enough about a specific topic to help my child. How can I help?'*

Youngsters thrive on rewards and encouragement. Maybe look at some information together. Help collect information. Supporting is an excellent way of helping.

5. *'It's noisy and there's no space at home'*

The school has several homework clubs which run from early in the morning until 4.30. There are also opportunities at lunchtime to complete homework.

6. *'How much homework should my child be doing?'*

The current homework timetable is on the school website.

7. *'My child doesn't tell me about homework. What can I do?'*

Look in the planner. Ask your son/daughter's form tutor. Ask them open questions about today's learning at school.

8. *'My child's homework is set irregularly and then doesn't get marked.'*

The first thing to do would be to talk to your child and make sure of the facts. If there is an issue, tell us via the planner in the first instance, or directly via the Head of Year or Head of Department.

9. *'All my child seems to do is finish off work done in class'*

It is important from time to time to finish off classwork. However, homework should take many forms. If you aren't sure – ask or send in a query via the student planner.

10. *'My child spends more time than is necessary on her homework.'*

Youngsters work at different speeds. However, if they are spending inordinate amounts of time on tasks make a note in their planner – or simply write='x has spent 30 minutes on this task'.

The teacher will then take charge of the situation.

Finally.....

Homework is used to support classwork. It is an attempt to help youngsters become independent learners and more importantly form a base of good practice which can be built on in future years. Litcham School regards homework as an integral part of the learning process.

Signed:

Dated:

Chair of full governing body