

# Homework Guidelines 2020-21



## Rationale and Purposes of Homework

Homework is an essential part of students' learning and progress. It provides valuable opportunities for independent work, extension of learning and deliberate practice and consolidation of in class learning.

Homework has a range of purposes that include:

- Deliberate practice and consolidation of work done in class.
- Providing further stretch and challenge.
- Providing opportunities for independent work.
- Preparation for exams and tests.
- Preparation for future class work.
- Developing library skills and use of other learning resources outside of school.
- Allowing assessment of students' progress and mastery of work.
- Developing students' good learning habits: organisation, meeting deadlines, resilience, independence, creativity, responsibility.
- Providing opportunities for parents/carers to get involved with their child's learning and creating channels for home-school dialogue.

## Setting Homework

The school has a range of free and paid services that can support learners through home and independent learning. All are accessible through the intranet or school website and can be used at home by students on home PCs. Some even support mobile devices or have companion apps that students can download.



Edmodo



Kerboodle



MyMaths



Google  
Classroom

## Homework tasks for students in Years 7, 8 and 9

Homework tasks for students in years 7 and 8 should aim to take on average around 20 to 30 minutes to complete. This should increase to around 45 to 60 minutes by Year 9.

## Homework tasks for students in Years 10, 11 and Post 16

Homework tasks for students in Years 10, 11 and Post 16 may take 60 to 90 minutes.

## Frequency of Homework

Homework tasks should be set at a frequency proportional to curriculum time.

Homework / Independent Study tasks should be set:

- Years 7, 8 and 9 - once a week for core subjects (English Maths, Science, MfL, Humanities).
- Years 7, 8 and 9 - once a fortnight for all other subjects.
- Years 10 and 11 Examination subjects - once a week **plus additional** revision and exam paper practice
- Post 16 tasks should be set on the "hour for an hour" principle.



## **Recording Homework Tasks**

- In Years 7-11 full details of all homework tasks will be recorded in student planners, including the deadline/due date.
- Homework records in planners are checked on a regular basis by tutors to ensure students are managing their homework effectively.
- To further support learners and provide accurate records of set tasks and boost homework completion rates all set homework tasks should be published on Google Classroom.
- Supporting resources such as worksheets, writing frames, exemplar work, PowerPoint presentations, video, etc. should be attached. (Please note that SMART Notebook files cannot currently be opened by students when off site so it is best to convert these to PDF).

## **Homework during School Breaks**

- Homework might be set during school breaks; especially revision and preparation work in the lead up to assessments and summative examinations.

## **Roles and Responsibilities within School**

### **The Senior Leadership Team (SLT) will:**

- provide whole school policy.
- quality assure homework at whole school level and ensure that homework in curriculum areas is monitored and evaluated;

### **Faculty Leaders (FLs) and the Extended Leadership Group (ELG) will:**

- Ensure that homework is planned in schemes of work.
- Ensure that study skills and revision techniques are taught explicitly and embedded in schemes of work so that students know how to revise most effectively and have appropriate revision materials to support them.
- Publish information about curriculum and homework through Google Classroom.
- Support teachers in curriculum areas to set, validate and assess homework.
- Ensure that any repeated non-completion of homework is flagged up to parents/ carers by contacting home.

### **Learning Coordinators (LCs) will:**

- Ensure that tutors are regularly checking that students are recording their homework effectively in their planners.
- Ensure that any repeated non-completion of homework across **one or more subjects** is flagged up to parents/ carers by contact being made home.
- Make referrals to the Inclusion Faculty where there are persistent concerns about a student's homework record.
- Devise a Tutor Programme that includes opportunities for students to develop their revision skills within tutor time in the period prior to formal assessment periods.
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### **Teachers are responsible for:**

- Setting homework and keeping records of students' completion of homework for all their classes; in line with the School policy, Schemes of Work and Faculty Area Assessment Principles
- Giving consideration to setting homework for SEND students. Teachers should use students' Learning Plans to adapt and differentiate homework tasks and homework resources where appropriate.
- Careful monitoring of student planners for students with known organisational problems.
- Communicating with parents/carers about non-completion of homework.

### **Tutors are responsible for:**



- Checking student planners every week to ensure homework is being recorded correctly.
- Checking students are recording correctly all deadlines set.
- Noticing any patterns from comments or stamps in planners regarding non-completion of homework.
- Careful monitoring of student planners for students with known organisational problems.
- Supporting the LC to ensure that any repeated non-completion of homework across **one or more subjects** is flagged up to parents/ carers by contact being made home.

### **Roles and Responsibilities at Home**

#### **Students must:**

- Take responsibility for completing homework. Any problems relating to completing homework need to be communicated to the teacher ahead of the deadline
- Always have their planners with them in school and record all homework in them.
- Accept that deadlines must be kept and that sanctions will be issued for not meeting deadlines and not completing homework.
- Find out what homework has been missed and catch up on it as soon as possible on their return if they have been absent.
- Should take pride in their homework and in producing work of a high standard.

#### **Parents/carers should:**

- Support the value of homework.
- Try and provide a suitable place where their child can work, away from distractions. The school library is also perfect for this.
- Sign their child's planners every week to ensure homework is being recorded correctly.
- Provide support and encouragement for students to meet deadlines.
- Support their child with their homework by reviewing their work once it is complete.
- Ensure their child spends an adequate amount of time on completing their homework.
- Praise their child for completing great homework.
- Try and provide a suitable place where their child can work, away from distractions
- Use the student planner to communicate any specific issues or concerns about homework with the tutor or teacher.

### **Quality Assurance**

A continuous process of monitoring the effectiveness of the homework and homework policy will be carried out by the School's leadership teams through curriculum area line management and through the school processes for monitoring and evaluating the quality of teaching and learning. This includes learning walks, lesson observation, tutor observation, student voice and parent surveys/questionnaires.

Where further good practice is identified, this will be shared in teams and across the school through Teaching and Learning briefings and the Teaching and Learning Bulletin.