

HOMEWORK & HOME STUDY POLICY

The purpose of homework:

- (a) to encourage a self-disciplined and self-motivating attitude to study
- (b) to consolidate and complete work begun with teachers in class
- (c) to develop good work habits and independent study skills
- (d) to encourage revision of work covered
- (e) to encourage and develop home school links
- (f) to evaluate the effectiveness of classroom practice
- (g) to encourage effective management of time and work
- (h) to develop research skills

Types of work:

Homework will arise out of the demands of the course and may take the form of learning notes/diagrams, writing or preparing essays, preparing for class tests, practice in/revision of mathematical and scientific problems, completing classwork, projects, creative or descriptive writing or other forms of study relevant to the curriculum.

In the event of a pupil struggling with the demands of a course, the teacher liaises with the Subject Head and/or Form Teacher and, if necessary, contacts parents. If the problem persists, the Head of Key Stage is informed and monitors the pupil's work.

Role of the student:

Pupils will use the student planner to record details of homework set and the date due. They should ensure that the planner is kept neat and tidy and all work is completed on time.

They will present their work neatly and, when faced with problems with an individual homework, seek the advice of the subject teacher as soon as possible. Those who are experiencing difficulties with homework in general should be encouraged to use the daily Homework Club for support and speak to their Form Teacher.

Pupils should make an effort to plan their work throughout the week and throughout the term to avoid becoming overburdened. At Key Stage 3 pupils should seek to study at home for approximately 1½ hours each night building to 2-3 hours at Key Stage 4. This time should be spent revising the work covered in class in addition to any specific work set. For post-16 students home study will require 3 hours study each day. Post -16 students are advised to use their non-class time in school for additional reading/research and learning work covered in class, not for the completion of homework.

All students are expected to keep books free of graffiti and in good condition, to present work neatly and to return all textbooks issued at the end of the courses.

The role of the parent/carer:

Parents undertake to ensure that each child does the required amount of work and study at night (as stated above), to check that their son/daughter has completed the work recorded in the student planner and to sign the planner at least once a week. They should discuss the son / daughter's work frequently and ask them to talk about what they do in class. They should sign formal home works as an indication that they are satisfied with the standards of presentation of work submitted.

Parents are welcome to discuss homework with the Subject Teachers. We value any contributions on the nature of the work set and the Homework Policy itself. Teachers will note any comments and report these to the Vice-Principal.

The role of the subject teacher:

Although the school gives a high priority to homework as an important element in a pupil's learning, teachers take care to ensure that pupils are not overloaded with homework. When setting work, teachers consider the age and ability of the pupils and the overall demands of their school courses. They ensure that every pupil understands the work set and allow ample time for each pupil to note it in his/her student planner.

The subject teacher will ensure that everyone completes homework on time and to the required standard. While not ignoring mistakes, omissions or poor quality work, he/she will comment on areas of strength of homeworks and areas for improvement and provide constructive comments as appropriate. Common errors will be highlighted and revised. Concerns about the quality of work will be reported to parents/carers through the student planner.

Homework will be returned to pupils as soon as possible and within a time specified by departments and the class teacher will keep an accurate record of key marks and grades. Homework grades for reports will be related to a defined departmental procedure. Standardisation and moderation within departments are carried out to ensure consistency of standards through departmental and this is quality assured using departmental and whole school book scoops.

The number of homeworks per week is related to the number of teaching periods.

Marking:

1. Homeworks should be marked promptly and annotated in line with departmental policies.
2. Where appropriate, comments will encourage good practice by identifying areas of strength and areas for improvement.

3. Homework marks and comments should help the pupil produce improved work in the future, revise appropriately for class tests and examinations and assist the pupil in his/her target setting process.
4. Pupils and parents should understand the mark scheme/success criteria for work/project.
5. Teachers will record marks so that a performance pattern can be monitored.

Form Teachers will monitor homework patterns via review of comments in student planners and at Key Stage 3 the Class Merit Book and intervene as required. Where concerns are noted the Form Teacher will speak to the pupil in the first instance and then, if necessary, contact parents/carers to discuss support strategies.

Controlled Assessment Regulations

At Key Stage 4, controlled assessment will be marked in accordance with assessment criteria in GCSE specifications for each subject. A calendar of Controlled Assessment dates is issued to pupils and parents at the beginning of Key Stage 4 & 5. Pupils will be made aware of the importance of Assessment deadlines and of the sanctions they face if deadlines are missed. Pupils and parents must also be advised of the zero tolerance approach adopted by the College in respect of plagiarism of Assessment pieces. Such sanctions are those adopted by examination boards.

Responses to failure to complete/present work set:

It must be noted that:

- The onus lies with individual subject teachers to ensure that the work set by him/her is done satisfactorily.
- Subject teachers need to keep homework records on each pupil.

1) Failure to present homework repeatedly for the same subject – please check Discipline Policy:

[Subject teachers should insist that any comment written in the planner is acknowledged by parents/carers on the day the comment is given.]

Form Teachers should be informed via Lesson Monitor and should monitor the detentions given to each pupil and report concerns to the Head of Key Stage.

2) Failure to produce homework across a range of subjects and/or repeatedly fail to bring proper books/equipment to class: The Form Teacher will monitor this situation from review of Student Planners/ Merit Books and Lesson Monitor and should as a first resort speak to the pupil about the problem. If the problem continues the Form Teacher will make contact with home and

place the pupil on Homework Report as a support strategy for 2 weeks. The Head of Key Stage will supervise the Homework Report as detailed below.

Daily Report

When a pupil is placed on Homework Report a letter* will be sent to parents informing them of the process. Pupils on Homework Report must present the report to their Form Teacher daily and to the Head of Key Stage as required. Should a pupil fail whilst on report to present any homework or get the report signed by all of his/her teachers, he/she will be placed on detention and/or continue on Report for at least another week. A pupil will only be taken off report when the Head of Key Stage is satisfied with that pupil's performance. Should the period of report extend beyond three weeks, parents will be asked to meet with the Head of Key Stage to discuss the problem.

*Copies of standard letters to be sent to parents are available from the Head of Key Stage.