



Idsall School

Homework Policy

Sponsorship & Review

1 Sponsor

Mr R Thorley, Deputy Head

2 Reviewed and Approved

November 2017

3 Next Revision Date

November 2018

Rationale

This policy statement has been produced to provide a coherent framework from which all departments can develop a consistent and effective approach for students of all ages and levels of ability.

Homework is seen as one of the principal ways in which student achievement can be raised. The benefits of doing homework must be instilled at an early age in all students, so that independent home study becomes routine.

The aim of this policy document is therefore to:

- enable students to understand that independent learning is vital to achieving success
- give every student the opportunity to fulfil their potential
- instil in all students the importance of life-long learning
- provide training for students in planning & organising time
- promote a responsibility for learning within each student

For homework to be effective it has to be stimulating and challenging whilst being supported through the quality of the teaching and learning occurring in a classroom.

It is on this basis that this policy should not be seen in isolation but as part of the teaching and learning in Idsall School. This policy and the Teaching and Learning Policy contribute to raising attainment and the quality of the educational experience we provide to students and parents.

The Purposes of Homework

There are various reasons for setting homework, examples of which are:

- To encourage students to develop the confidence and self-discipline to work on their own – an essential skill for adult life.
- To consolidate and reinforce skills and understanding
- To extend school learning, for example, through additional reading.
- To enable students to devote time to particular demands such as GCSE assessment preparation or project work.
- To involve parents/carers as partners in education, to support the home - school relationship.
- To prepare for test/examinations
- To further challenge and extend gifted, talented and more able students.
- To provide focused and sustained support for less able students.

The Principles Underlying the Homework Policy

Students must take full responsibility for their homework and should be supported by their parents/carers.

The school has an expectation for each subject to set homework on a regular basis. The actual days that homework is set on and collected in will vary each year depending on the school timetable and the teaching arrangements for individual teachers.

Homework should be issued in appropriate quantities considering student workload, and completion dates should be both clear and reasonable. The issuing of homework should also consider the home environment and extracurricular activities of students, including family and cultural obligations.

Homework should be carefully planned and be an integral part of course work. It should not be seen as an “add-on” or a dispensable extra.

Homework should match the needs and abilities of students, and should be differentiated for access and challenge for individual needs.

Homework should promote opportunities for consolidation and extension.

Homework is related to current work and where possible is stimulating and challenging.

Students should be adequately prepared for the completion of tasks set i.e. they are not to complete homework where the topic has not been covered in class, unless it is a research based extension opportunity or flipped learning.

Homework should not be restricted to certain subject areas. It should reflect the breadth and balance of the curriculum.

Below is a guideline of the expectation for homework set across the curriculum at Idsall School.

- **KS3** at least one homework task for every 4 hours of teaching.
- Tasks should take approximately 30 minutes.

- **KS4** at least one homework task for every 3 hours of teaching.
- Tasks should take approximately 45-60 minutes.

- **KS5** It is expected that as a *minimum* for every hour of study in the classroom there will be an hour of study out of the classroom.

Types of Homework

Practice exercises – providing students with the opportunities to apply new knowledge, or review, revise and reinforce newly acquired skills, including:

- consolidation activities
- practising for mastery eg. spelling words
- revising information about a current topic
- practising words or phrases learned in a language other than English
- reading a prescribed text or for pleasure
- essay writing
- Practicing skills needed to demonstrate effectiveness eg. Sport, music art.

Preparatory homework – providing opportunities for students to gain background information on a unit of study so that they are better prepared for future lessons, including:

- Background reading
- Reading e.g. English text for class discussion
- Researching topics for a class unit of work (Flipped learning)
- Collecting items e.g. geometric shapes

Extension assignments – encouraging students to pursue knowledge individually and imaginatively, including:

- writing e.g. a book review
- Preparation for formal/informal oral presentations
- making or designing something e.g. an art work
- investigations e.g. science, social science
- researching e.g. history, local news
- information and retrieval skills e.g. using a home computer to find material on the internet
- monitoring e.g. advertising in particular newspapers

Schools, however, should have regard for equity issues when setting homework that relies upon the use of technology. Students who do not have access to such technology at home should not be disadvantaged.

Organisation of Homework

All students have a Study Planner, which they must have with them in each lesson. They are to record any homework set by the teacher in their Study Planner.

The teacher must also publish any homework set on the Show My Homework system. (see below) If there are resources associated with the homework (e.g. worksheets or website links), then the teacher will include these in the homework notification. (At Idsall School we are currently working toward this goal.)

Students, parents and carers have access to the Show My Homework system either by:

- Accessing the public website link at: <https://idsall.showmyhomework.co.uk>
- Via the school website (Quick Links) at: <http://www.idsallschool.org>
- Via the Show My Homework App – accessible on PC, tablet or smartphone

(All students, carers and parents are given access to the Show My Homework system – this is managed by the schools ICT Technical staff.)

NOTE: In time, we are working towards only recording homework on the Show My Homework system.

School Practice

Senior Management Team

SMT must ensure that the development of homework programmes in departments is monitored and evaluated over time.

The SMT will take responsibility for informing parents of the whole school homework policy in Idsall School.

The SMT will inform parents of:

- the aims of the homework policy
- the use of the School Planner and Show My Homework
- how best they can support their child's study

Departments

Departments should include within Assessment and Marking Policy a statement on homework that outlines the Departmental approach and is based on whole school principles and practice.

Departments must plan, prepare and implement realistic and manageable programmes of homework, maintain accurate records of completion and non-completion of homework.

Where appropriate the teachers will make mention of homework when reporting to parents.

The Head of Department must ensure that:

- the whole school policy is embedded firmly in departmental provision
- regular monitoring and review of departmental provision takes place
- teachers keep up to date records of assessment and homework completed.

Teachers

The subject teacher is responsible for setting appropriate homework and marking it regularly. (see the Assessment Policy for details of expectations of feedback.)

When homework is set, the teacher should ensure that there is more than one day between the time it is set and the deadline for completion. This is to allow students to plan their time; get involved in out of school activities if they wish and still to be able to complete their homework.

We will use the Line Management structure that is in place for each department to ensure that teachers in each department are setting homework according to this policy.

Teachers should ensure that homework issued is recorded by all students in the Student Planner and is presented on Show My Homework.

The Role of Parents/Carers

Parents/carers should support students with their homework, but accept that their role will diminish as students become independent learners.

Parents/carers should try to provide a reasonable space where students can work at home or be encouraged to use the facilities at school. The school has a "Study Zone" during the Session 6 activity time after school each day. This takes place in the Library where there is access to resources, books and the internet.

Parents/carers should encourage and help students to be organised in order to meet all homework deadlines.

Parents/carers are encouraged to make it clear to students that they too value homework and support the school in its views that it will help students to make the best progress.

Parents/carers are encouraged to praise when students complete homework to the correct standard and hand it in on time.

The Role of Students

Students should always carry their Study Planners with them in each lesson.

Students should record the homework that is set in their Study Planners – even if they have a record of it in their exercise books or the teacher is posting it on Show My Homework.

Students must accept that they **must meet deadlines**.

If a student is absent, they should find out what work they have missed, including homework, and still endeavour to complete the work by the given deadline. If this is not possible, students are encouraged to talk to their class teacher to get an extended deadline.

Being absent on the day homework is set is not an excuse for not completing it.

If a student has trouble with completing the work, they are encouraged to talk with their class teacher before the deadline in order to resolve any problems.

Students should take pride in doing their best work at all times.

Monitoring and Evaluation

The Senior Management Team will carry out a continuous process of monitoring the effectiveness of the Homework Policy.

SMT, Learning Managers and Tutors will regularly check the use of Student Planners.

A review of the effectiveness of the policy will be carried out regularly. This should involve consultation with staff and a sample of parents and students. Where further good practice is identified, this will be shared across the school.

Failure to Complete Homework

Any system to ensure the completion of homework must ultimately involve working in partnership with parents/carers and the students involved. The following system should be used to ensure a consistency of approach across all departments:

Stage 1 – Class teacher: If a student fails to complete homework on time, they will be issued with 5 demerit points for “lack of homework” by the class teacher and given an extended deadline to re-submit the work – usually the next lesson.

Stage 2 – Department: Failure to hand in the required work at the extended deadline will normally result in a departmental detention at either a break or lunchtime. The head of each department will manage and organise the detention at a time convenient to them and their team. It would be relevant for the Class teacher / Head of Department to inform parents and Learning Managers of their concerns regarding the lack of completion of homework at this point.

The Head of Department may choose to utilise a subject report process to monitor the student for a period of time.

Stage 3 – Learning Managers / SMT: If a persistent lack of completion of homework across a range of subject areas occurs, Learning Managers will become involved and monitor through behaviour reports and relevant sanctions. Parents/Carers will be informed of this process.

Appendix A

Parent Checklist for Helping Your Child with Homework

Show that you think Education and Homework are important:

- set a regular time every day for homework
- ensure your child has paper, books, pencils and other things needed to do assignments
- set a good example by reading and writing yourself
- stay in touch with your child's teacher

Monitor assignments:

- Do you know what your child's homework assignments are? How long should they take?
- Do you know how the teacher wants you to be involved?
- Do you see that assignments are started and completed?
- Do you read the teacher's comments on assignments that are returned?
- Is TV/Screen viewing cutting into your child's homework time?
- Do you check your child's Student Planner on a regular basis?

Provide guidance:

- understand and respect your child's style of learning
- does he/she work better alone or with someone else? Does he/she learn best when he/she can see things, hear them, or handle them?
- help your child to get organised. Does your child need a calendar or assignment book or a bag for books and a folder for papers?
- encourage your child to develop good study habits (e.g. scheduling enough time for big assignments; making up practice tests)
- do you talk with your child about homework assignments? Does he/she understand them?
- do you and your child talk about plagiarism and its consequences?

Talk with someone at school when problems come up:

- if a problem comes up, do you contact the teacher?
- do you cooperate with the Class teacher / Head of Department / Learning Manager and your child to work out a plan and schedule to fix homework problems?

Appendix B

Homework Letter (Teacher)

Dear

I am writing to inform you that _____ has failed to complete and return homework that was issued to the class.

Idsall School values homework as it allows students to consolidate and further develop their understanding of subjects at home. This will ultimately lead to greater success in all subject areas. I am sure that I can rely on your help in ensuring that attempts and returns all future homework exercises.

Please sign the tear-off slip below to acknowledge receipt of this letter.

Yours sincerely

Class Teacher

Cut here and return

Parent/carer's receipt:

I have received your note about the failure to complete homework and will ensure that, in future, it is completed and returned to the class teacher on time.

Parent/Carer's signature _____ Date _____

Name of Student _____

Appendix C

Homework Letter (Head of Department)

Dear

As Head of _____ I regret to inform you that _____ has failed to complete homework issued in my department.

The class teacher issued a letter recently informing you of this situation but, regrettably, no improvement in practice has taken place.

I am asking for your full co-operation in ensuring the completion of all homework so that _____'s progress can be maintained.

Please sign the tear-off slip below to acknowledge receipt of this letter.

Yours sincerely,
Head of Department

Cut here and return

Idsall School

Name of Student: _____

Department: _____

I acknowledge receipt of your letter informing me of the failure of my child to complete homework.

Signature of Parent/Carer _____

Date: _____