



# Countesthorpe Academy

## **HOMEWORK POLICY 2020 - 2021**

*Policy Reviewed and Adopted by the Governing Board on:*

*September 2020*

*Signed (Chair of Local Governing Board):*

*Mr J Taylor*

*Date of Next Review:*

*September 2021*

*Responsible Officer:*

*Mrs Aitcheson*

## **PRINCIPLES**

- To provide clarity and consistency for teachers, students and parents/carers about what constitutes effective homework tasks/activities.
- To reinforce the integral nature of homework to lessons and student learning.
- To establish effective monitoring systems, both subject and pastoral based, that help us to evaluate the effectiveness of our policy.

## **PERSONNEL**

Marie Zarins is the member of the Leadership Team who consults school-wide and has overview for the implementation and effectiveness of this policy. Heads of Department have responsibility for ensuring that this policy is implemented at department level.

## **PURPOSE**

This policy informs and shapes all subject inputs and will be reviewed regularly. Each subject area will revise its own policy adhering to this framework and will agree when the weekly homework will be set.

Learning at home is an essential part of good educational practice. It reinforces classroom learning; helps students to develop skills and attitudes they need for successful lifelong learning; supports the development of independent learning skills such as those of enquiry and investigation; enables parents/carers to become partners in the relationship between student and College.

### **The purpose of homework**

- Encouraging students to develop the skills, confidence and motivation needed to study effectively on their own. This is vital given the importance for students in the future of life-long learning and adaptability
- Reinforcing skills and understanding developed at College
- Extending school learning, for example through additional reading
- Sustaining the partnership with parents and carers in the management of students' learning and keeping them informed about the work their children are doing
- Managing demands, such as research and revision for exam courses
- Independent learning
- Consolidation
- Practice learning by doing
- Preparation for assignments
- Self-discipline
- Research
- Work not suited to the classroom situation.

### **What is needed to facilitate effective homework?**

- Tasks which meet the needs of all groups of learners through appropriate challenge and differentiation
- Tasks that are structured and have a clear purpose
- Consistent practice across the whole College
- Adherence to the regularity of setting and amount of time for tasks
- Students, parents/carers are clear about what is required and how it is required (set out, in exercise book, on paper etc)
- There are high expectations of quality and presentation of work
- Students receive clear and supportive feedback, which reflects formative assessment strategies which are in line with whole College policy on marking and feedback

### **Appropriate tasks for homework**

Tasks should have a clear objective linked to Programmes of Study and Schemes of Work. It might be useful to break down writing tasks/reading tasks into specific elements for the subject area. Only on

occasion should homework be seen as time to finish off work carried out in class. Homework should not be seen as a punishment for failing to complete class work. It is important that tasks are wide-ranging and rotated so that the class teacher can develop a marking schedule.

Possible examples are:

<b>Investigations</b>	<b>Interviews</b>	<b>Simple experiments</b>	<b>Essay writing</b>
<b>Research</b>	<b>Learning Link</b>	<b>Drafting</b>	<b>Report Writing</b>
Reading	Designing	Focused Revision	Learning Vocab
Drawing	Word processing	Desktop publishing	Projects*
Revision			

\*Extended work, which takes place over a number of weeks should be broken down for students who need support the development of time management skills.

### **Feedback for students**

If homework is to benefit students' learning they must be given prompt and appropriate feedback on what they have done. Parents/carers have a role in encouraging and praising children for the effort, which they have devoted to homework, but students look mainly to the staff as teachers for a response on the quality of their work. Effective marking and feedback are fundamental in helping students make progress. The Head of Department will monitor the homework that is set and the feedback that is provided to students. An agreed timeframe should be in place for marking of homework in each department.

### **The homework timetable**

The homework timetable usually provides for:

#### **Key Stage 3**

One homework a week from subjects where students have lessons every week or one homework a fortnight to where students have lessons every two weeks.

#### **Key Stage 4**

One homework slot per subject, per week, in each of the year groups.

#### **Key Stage 5**

Homework is combined with an expectation that students will be completing independent study, revision and redrafting of class notes. A greater level of independence is expected in Key Stage 5 and students will need to complete which is not formally set by the teacher in addition to formally set homework.

Teachers will select appropriate times for students to complete homework and Heads of Department and Subject will monitor at department level and Learning managers will monitor across year groups through SMHW.

### **The amount of Homework set**

This should be suited to the age and ability of the student. As a guide:

**Year 7** up to 20 minutes per subject per week or fortnight

**Year 8** up to 20 minutes per subject per week or fortnight

**Year 9** up to 30 minutes per subject per week or fortnight

**Year 10** up to 40 minutes per subject per week

**Year 11** up to 40 minutes per subject per week

**Year 12** 5 hours per subject per week

**Year 13** 7 hours per subject per week

The progression of students through the year needs to be recognised and preparation to the next educational phase or year group needs to be reflected in the amount and challenge of work set, particularly at Key Stage 3. The full ability range needs to be challenged at an age and ability appropriate level and reflect the individual needs of the student.

### **Show My Homework**

The College sets homework through Show My Homework (SMHW). SMHW allows staff to communicate, manage and monitor homework.

SMHW is a software package which facilitates transparency and ease of access. Homework set and submission information is held in one place and can be accessed online through personalised logins, by students, parents and teachers.

Through the introduction of SMHW the College is looking to promote:

- Parental engagement
- Improved consistency
- Effective planning
- Improved completion and quality of homework
- A better supported, personalised approach to learning outside the classroom.

### **Responsibilities and Monitoring**

#### **Teachers**

- It is the responsibility of all **teachers** to ensure that homework is set regularly and that homework tasks are an integral part of the lesson.
- **Teachers** should also make sure that students are clear about what is expected with regard to quality, format, presentation and method of submission.
- **Teachers** should set expectations of time to be spent on homework and record this on SMHW. Submission records should be maintained through SMHW. PARS should be used to record failure to hand in homework or work which is inadequate and fails to meet teacher expectations.
- Subject **teachers** will impose a subject detention for failure to submit work, meet deadlines. The class teacher will contact home to alert parents to homework issues eg failure to submit or poor quality of work. The subject teacher, with the support of the **Head of Department** if required, should make sure that work which is below standard or poorly presented is redone in order to reinforce standards. Persistent failure to comply with College expectations will result in a parental meeting and Department/College sanctions being imposed.

**Heads of Department** play a key role in monitoring the implementation of the homework policy. This will be done through:

- Fortnightly reports generated by Departmental Assistants using SMHW
- At a department meeting agreeing the homework timetable and monitoring how effectively this is working
- Providing resources that allow homework to be meaningful
- Clarifying with staff the degree of marking and feedback that is required
- Encouraging peer and self-assessment where appropriate, so that feedback can be immediate/prompt
- Scrutiny of student exercise books/work folders
- Student interviews.

The **Head of Year's** role is to monitor levels of homework set over the year group which can be done through:

- Reports generated through SMHW
- Interviewing students about homework concerns
- Tracking a small cohort of students over a specific period of time to monitor the homework cycle and its effectiveness

- Learning Walks.

**Form Tutors** are responsible for monitoring homework issues through the use of PARS and, where appropriate SMHW.

Tutors should make contact home if a concerning pattern occurs and take appropriate action where there is an issue across subjects, for example instigating the use of a report

**The Leadership Team** and **Heads of Department** are responsible for monitoring the quality and provision of homework through the aforementioned processes and as part of the College Quality Assurance programme and identify where development and support is required.

**Governors** have a statutory duty to monitor that processes are in place and that the College is addressing students' needs.

#### **The Role and Responsibility of Parents**

- To provide a reasonably peaceful, suitable place in which their children can do their homework, or help them attend other places where homework can be done, such as homework clubs or study support sessions
- To make it clear to their children that they value homework, and support the College in explaining how it can help them make progress at College
- To encourage their children and praise them when they have completed homework
- To expect deadlines to be met and check that they are
- To notify subject teachers of difficulties that their child may have encountered with the homework
- To check SMHW to see homework which has been set and support, where possible in its completion.

#### **SEND Provision and Homework**

In setting homework for students with these needs it is important to balance the right of students to share fully in the work of the class, including homework tasks, with their individual learning needs. These needs may include consolidation and reinforcement of specific skills. Liaison with Stephen Brown (SENCO) is key to success in this area so that tasks are manageable, and individual skill practice can be incorporated without overloading the student.