



## Homework Policy

Disclosable under Freedom of Information Act		Yes
To be published on website?	Non-statutory	Yes

### Policy ownership

Governor committee:	Curriculum Leadership and Management
Department responsible:	All subjects
Post-holder: (title and name)	DHT (Curriculum), Jon Blackwall
Linked procedures	Assessment / Feedback and Marking/ Curriculum
Responsible person:	Jon Blackwall
Implementation date:	June 2021
Planned review interval:	Every 3 years
Planned next review date:	February 2024

Staff will employ the **THINK** approach when setting homework.

Is it **T**imely?

Is it **H**elping understanding?

Is it **I**nspiring?

Is it **N**ecessary?

Is it **K**ind to well-being?

**The purpose of homework is to:**

- develop and refine academic potential by enabling metacognition and retrieval.
- encourage intellectual curiosity and a love of learning
- establish effective study habits and ownership of independent learning
- embed essential research and presentation skills
- reflect upon learning to date or ensure preparation for future lessons
- enable subject content to be covered in greater breadth and depth

On the rare occasions when the class has reached a point in the lesson where a purposeful homework cannot be set according to the timetable, homework may not be set. This will be an exception however.

**The nature of homework will:**

- have a meaningful purpose and be achievable in terms of resources and time
- have appropriate levels of challenge and encourage interests to develop
- afford opportunity for initiative and creativity
- vary: it may take the form of reading, research, projects, presentations, drafting, reviewing, problem-solving, essay writing, learning vocabulary or specialist terminology of key facts, designing and making models, practice of written exercises or calculations, preparing for or catching up on class work, or catching up after absence or music lessons
- Provide a sensible balance with other aspects of student's life both inside and outside of school

**When conducting research independently students should:**

- make use of more than one source where possible and appropriate
- acknowledge weaknesses of sources such as Wikipedia
- routinely record the sources used for reference
- work actively on your research and apply it – i.e. bullet point information, underline key words and information, or summarise it in a mind map. Don't Copy and Paste
- be selective and focus upon relevant information only

**The structure of homework:**

All homework will be set on Teams with completion dates and instructions on if/ what should be handed in. When setting homework, the task and deadlines should be shared. Students will record it in their planners. Each year group's homework timetable is found on the school App in the school Noticeboard folder.

- **Years 7 & 8**

- Maths, Science, English, Languages will have one half an hour slot per week
- All other subjects will have one slot of up to 45 minutes per fortnight
- Subjects must only set homework on their set night
- This means that in total, students will complete an hour and fifteen minutes of homework per evening for 9 days across the fortnight plus a half an hour on the additional day: a total of 11 hours and 45 minutes across a fortnight - an average of c. 5¾ hours per week
- This should allow students the capacity to travel home and be able to have some school-life balance during the week
- Appropriate timely and manageable deadlines must be set
- Finishing off tasks are not permissible unless they are part of the scheme of work and thus part of the learning journey
- Where relevant tasks will have success criteria (e.g. Rubrics on the Assignment)
- Departments who want to adopt a project-based approach to homework can do so, i.e. a six-week half-term of homework for a non-core subject would amount to approximately 2¼ hours of work

- **Year 9 and above**

Homework set may differ and be less rigidly structured as students are encouraged to develop their independent learning and to reflect on where they are in their learning. Sometimes homework will be a short piece of work that needs to be completed for the next day or lesson. Teachers should only do this when there is a designated slot for their subject in the homework timetable

### **Communication about homework:**

- Teachers may use the planner, TEAMS or exercise books to celebrate individual pieces of work or inform parents about unsatisfactory performance
- Tutors are asked to regularly check the planner and to take an interest in the homework tasks, as well as using it as a means to check communications with home
- Parents are asked to check the planner carefully, and the weekly TEAMS summary and to take an interest in the homework tasks. This valuable engagement in the management of homework enables parents to share in any teacher feedback, monitor the nature and amount of homework set and to comment if they wish
- Any major difficulties arising over homework will be communicated separately by the subject teacher, tutor or PWB leader
- Parents should contact their daughter's tutor in the first instance, if they have any queries or suggestions about homework in particular or progress in general

### **Holiday Homework**

- It is preferred practice not to set holiday homework for Key Stage 3 classes so students can have a break from studies during holiday time. It is understood, however, that students may need to spend some time in the May half-term holiday revising if internal exams follow it.

- It is also preferred practice not to set specific homework tasks over holidays for KS4 and KS5 classes. That is not to say that students will not need to do some work, especially in holidays just before trial or public exams or if working on Non-Examined Assessments (NEAs). It is good for these older students to have some flexibility to enable them to manage their own revision programmes and independent learning in holiday time. This is especially the case for the Christmas holiday, as this follows a long and demanding term, and usually involves important family time.

#### **How parents can help:**

- Please try to provide a suitable quiet and structured working environment at home
- Encourage students to establish a routine for their studies
- Be aware of the resources a student might need to complete homework tasks successfully. For example, in practical subjects like Food, homework may be to do some advance preparation of ingredients
- Please help students to organise and manage their time so that they do not leave multiple or entire tasks to the night before the deadline. Check their planner and TEAMS for the deadlines
- If students are experiencing difficulty, taking an unreasonably long time or are unclear how to proceed, encourage them to seek out the subject teacher for guidance well before the deadline. The homework timetable contains approximate guidance on the length of homework for parents.
- If students struggle to complete the homework task in their allotted time, please ask them to note the time taken to complete or they should finish and note to the teacher that this was completed in the time assigned to the homework for that subject.
- Ensure students save work in their school Microsoft 365 account, in a clearly organised folder system

#### **Use of information from published sources**

- For older students involved in NEAs for GCSE and A-level courses, there are extensive regulations about acknowledging research precisely with quotation marks, whether sourced from articles on JSTOR, books or the internet. We seek to embed good practice throughout the school in this respect and actively discourage wholesale copying of original sources, even where this is acknowledged. Plagiarism is an offence which both we and the examination boards take very seriously
- Copying homework from other students is not acceptable, except in specific circumstances, such as following an extended absence, and then only with the permission from the subject teacher concerned.