

Homework Agreement Policy

Date last reviewed	June 2023
Committee Responsible	QE
Designated member of staff	Tom GORDON WALKER
Date of next review:	June 2024

The policy will be reviewed annually and is led by the Deputy Headteacher (Assessment & Reporting).

STATEMENT OF INTENT

Homework can have a positive impact on student progress and is considered a key component of effective learning.

Home learning refers to tasks to be completed outside the timetabled curriculum but not necessarily at home. It contains an element of independent study in that it is not usually directly supervised or controlled by a teacher, and represents an extension of the learning activities provided. It is organised in accordance with the objectives of the school curriculum. Such tasks include: investigations, research, reading, drawing, interviews, public library visits, designing, learning facts/formulae/vocabulary, experiments, drafting, revision, essay writing, report writing, making a model and projects.

Purpose

The aims of homework tasks are to:

- encourage independent study
- develop perseverance and self-discipline
- embed learning that has taken place in class
- enable classwork to concentrate on those activities for which a teacher is required
- allow access to materials outside the classroom
- involve parents and other adults in students' work
- embed skills that will form the basis for lifetime education

- reflect the needs of the National Curriculum and the demands of examination courses.

Process

- Homework is to be set according to the homework timetable to be issued by the Associate Headteacher (Curriculum)
- Subject schemes of work should reference homework tasks
- Class teachers should record homework set in their teacher planners
- Students should record homework tasks set in their planners
- Homework tasks set are recorded by class teachers on Google Classroom
- On average homework should fall within the following ranges:
 - years 7 and 8 - 45 to 90 minutes per day
 - year 9 - 1 to 2 hours per day
 - years 10 and 11 - 1½ to 2½ hours per day

MARKING AND FEEDBACK

- Homework is graded on a four point scale – Very Good (VG), Good (G), Fair (F) or Inadequate (I)
 - VG Homework deadlines are always met. Very good effort put into work
 - G Homework regularly tasks completed, good effort put into work
 - F Occasionally missing homework, basic effort put into work
 - I Homework tasks rarely attempted or poorly done, lack of care
- Teachers will provide next step feedback on what students need to do in order to progress further in the subject. Students are expected to follow up their next steps using a green pen.

ROLES AND RESPONSIBILITIES

Headteacher

The Headteacher is responsible for implementing this policy within the school and for ensuring that practice follows the principles of the policy.

Associate Headteacher (Curriculum)

- Monitor, evaluate and review the Homework Policy.
- Issue the homework timetable at the start of the academic year.
- Ensure that the homework timetable is published on the school website.
- Discuss homework issues with Heads of Faculty.
- Ensure that there is access for students to use the library and Internet after school.
- Implement a homework club
- Gather stakeholder views through surveys and focus groups and respond to issues that arise

Heads of Faculty

- Ensure the application of the school homework policy.
- Have a faculty homework policy which includes follow-up sanction and rewards, and ensure that this is implemented.
- Ensure that homework tasks are appropriate and are embedded in schemes of work.
- Monitor setting, marking and next steps feedback of homework

- Homework tasks set are recorded by class teachers on Google Classroom
- Discuss the homework process as an agenda item at departmental meetings.
- Place information regarding key assessment tasks in the e-bulletin.
- Moderate grading/levelling of key assessment tasks with the Faculty.
- Work towards publishing homework tasks at the start of each term.

Subject Teachers

- Plan and set relevant, appropriate and differentiated homework tasks as outlined in the schemes of work.
- Set homework tasks according to the published homework timetable.
- Ensure that homework tasks are clearly explained and given at an appropriate point in the lesson, allowing sufficient time for students to record the task in their planners.
- Break down long-term tasks set over a number of weeks into smaller specific sections with interim deadlines.
- Check that homework task and the due date for handing in the work have been recorded, providing help to SEN students if required.
- Homework tasks set are recorded by class teachers on Google Classroom
- Take follow-up action if homework is not handed in, initially with a note in the planner, and then contact home if lack of work persists.
- Mark homework tasks and provide next step feedback in accordance with the school policy.
- Allow time in the lesson for students to reflect on written feedback and to respond to any comments made by the teacher
- Reward good homework effort.

SEN Department and Learning Assistants

- Inform class teachers of any relevant homework issues.
- Check and help students who have problems recording the task.
- Work with class teacher to advise on planning of suitable tasks
- Help relevant students to understand the set task
- liaise with parents of SEN students if issues re homework arise.

Phase Leaders

- Ensure through tutoring that students appreciate their role in homework
- In Year meetings, discuss the role of the form tutor in monitoring planners and homework
- Monitor progress checks to identify homework concerns and take intervention action – e.g. placing students on homework report or referring students to homework club

Tutors

- Guide students in understanding the homework timetable
- Ensure students recording their personalised homework timetables in their planners
- During tutor time, discuss the value of homework and the roles of teachers, students and parents in this process.
- Check that parents are signing the planners
- Sign the planners each week as required.
- Bring any homework concerns or issues identified in tutor time to the attention of relevant parties.

Students

- Ensure their personalised homework timetable is recorded in their planner
- Record homework tasks in their planners.
- Meet homework deadlines.
- Complete set tasks to the best of their ability
- See the teacher in advance of the deadline if help is required.
- If absent, find out any details of any missed homework task and ensure that this is completed as required.
- Follow up teacher written comments and next step feedback in green pen.

Parent /Carer

- provide encouragement and interest
- engage in checking, listening, testing
- ensure the task is completed to the best of their child's ability
- monitor the homework set and sign the planner every week
- raise any subject-specific concerns regarding homework with the subject teacher
- raise general concerns with the form tutor.

MONITORING AND REVIEWING

The Headteacher and the Governing Body will review this policy annually through the QE (Quality of Education) Committee.

OTHER POLICIES AND DOCUMENTS

This policy should be read in conjunction with:

- Assessment, Reporting and Recording Policy
- Home School Agreement
- Prospectus
- Inclusion Policy
- Curriculum Booklet