



## **POLICY DOCUMENT FRONTPAGE**

**POLICY NAME:** Homework Policy

**DATE ADOPTED:** September 2016

**DATE GOVERNORS AGREED POLICY:** September 2016

**REVIEW PERIOD:** 3 years

**REVIEW RECORD:** Next review date September 2019



## HOMEWORK POLICY

### INTRODUCTION

Homework is an integral part of a student's learning opportunity at Alec Hunter Academy. Homework is set regularly, but the amount and type of work set depends upon the age and ability of the individual student, together with the nature of the subject. The school seeks to develop increasingly independent learners who take responsibility for their own learning. Homework makes an important contribution to this process and, therefore, it is our expectation that students will complete every piece of homework set.

### WHY GIVE HOMEWORK?

- To reinforce and embed work covered in class.
- To extend and enhance work covered in class.
- To prepare for the next lesson or topic.
- To introduce activities that are not suited to the classroom.
- To develop reading skills and habits.
- To develop the ability to plan and meet deadlines.
- To develop good study habits, self-discipline and personal organisation.
- To occasionally inform the assessment of progress.

### WHAT TYPE OF HOMEWORK WILL BE SET?

The type of homework set will vary according to the student's ability and the purpose of the task. Specific homework tasks set will be determined by individual teachers and may include:

Researching, reading, note-making, summarising, answering questions, creative tasks, worksheets, learning vocabulary, practising conversations, preparing presentations, problem solving, testing, collecting data, revising, writing essays, tasks to reinforce learning, sketching or providing some context for the next stage of learning. *NB. Please note that this is not a definitive list and the choice of task is at the teacher's discretion and a choice of activities may be offered.*

### HOW OFTEN IS HOMEWORK SET? HOW LONG SHOULD IT LAST?

All students will be set homework that is challenging and relevant to their learning needs set out within the guidelines below. Subjects may prefer to set more open ended project based assignments which will be structured enabling pupils who require guidance to know what they should be doing on a weekly basis. In order to ensure that meaningful and valuable homework can be set in every subject, the Academy does not provide a fixed daily homework timetable. Furthermore, it is not anticipated that all homework should be or will be marked.

### Key Stage 3 (Years 7-8)

The following subjects will set one homework a week: Mathematics, Science, Modern Foreign Languages, History, Geography and Technology. English will typically set one written and one reading homework per week. It is expected that pupils will spend up to 30 minutes on each subject. Due to the nature of the following subject, as well as seeing pupils less frequently, homework in RPE, Art, Drama, Computer Science and Music will be set on a fortnightly basis. Learning for Life and PE will set homework as and when deemed necessary by the class teacher.

## **Key Stage 4 (Years 9-11)**

All examination subjects at KS4 will set homework each week. It is expected that pupils will spend up to 60 minutes on each subject.

### **RESPONSIBILITIES**

A regular homework routine is important. If there is an exceptional reason why homework cannot be completed by the deadline, a parent or carer should write a note to explain in the student organiser. Otherwise, students will be set a detention in school if they fail to give in their Homework on time or to the standard identified. If an after school detention is set, a minimum of 24 hours' notice will be given informing both pupils and parents through the student organiser. Where this is the case, it is the parents' responsibility to arrange transport home.

#### **Students are expected to**

- take responsibility for homework, take pride in it and have high expectations of it
- listen carefully to all instructions about homework during the lesson
- complete all homework to the best of their ability and on time
- actively seek help if they do not understand any part of a homework task, asking for help well before deadlines
- record homework set in their organisers (teachers or SDAs will do this for children in exceptional circumstances)
- check and login regularly to Go4schools to find out what homework has been set and when it is due
- share their organisers with their parents
- use any marking and teacher suggestions to improve their work
- attend all sanctions set in line with not completing homework
- make appropriate use of the Internet (e.g. to use it as one among many sources of information, not to plagiarise using simple copy and paste)

#### **Parents are asked to**

- encourage and support students with their homework, positively reinforcing its value
- help establish a good routine for homework
- check and sign the organiser weekly
- discuss homework tasks with their child, negotiating when it will be done and ensuring it is completed
- If possible, use the online Homework calendar (Go4schools) to help monitor homework (there are opportunities to find out how to use this, for example at parents evenings, or parents/carers can contact Achievement Coordinators for more information)
- communicate concerns promptly with the member of staff concerned so that class teacher and parents can work in partnership to iron out difficulties at the earliest stage
- provide an environment at home enabling the student to engage and complete all homework
- praise their child for effort and the strategies they use to learn, not their ability
- support and uphold the school sanctions to ensure homework is completed

#### **Form Tutors are expected to**

- ensure organisers are being used to record homework
- discuss homework tasks with students, ensuring that it is being completed punctually
- check responsibility cards to monitor and report non completion of homework
- raise concerns about the quantity and/or quality of homework to HoCA/Progress and Standards Leaders
- promote and champion homework club and good study habits

### **Subject Teachers are expected to**

- ensure worthwhile homework is set
- set homework in line with the timings identified in relationship to their particular subject area
- set all homework in lesson time, giving a clear and thorough explanation of the task
- post **every** homework task on Go4schools, including all resources, instructions and deadlines to help students stay organised and to keep parents and teams informed of all tasks set. *NB. This online system must not be used in place of setting homework clearly during lessons.*
- Record as an incident on the responsibility cards any pupils who fail to meet the initial deadline for non-homework completion
- ensure sufficient time for completion of homework task, ensuring sufficient time to organise their time and commitments
- provide help and support, including (within reason) when approached out of lessons
- to follow up all non-completion of homework as per the sanctions flowchart
- ensure students receive support and encouragement to produce high quality homework
- respond to any parental contact regarding homework
- apply the appropriate rewards and sanctions as part of this policy
- liaise and communicate effectively with HoCAs and Progress and Standards Leaders as appropriate
- ensure that where the nature of the task requires it, that homework is assessed and recorded, and appropriate feedback given.
- praise strategies and effort not ability using Vivos, homework awards and other measures

### **HOCAs are expected to**

- ensure homework tasks are set in accordance with the policy
- support teachers in applying the appropriate rewards and sanctions as agreed within this policy
- celebrate and reward homework successes and celebrate in teams and at CA meetings
- ensure the department makes an effective contribution to school homework and study support
- administer a weekly faculty detention of 60 minutes to support subject teachers
- seek to enhance the quality of homework set, for example by making regular use of curriculum meetings time to create, evaluate and enhance specific tasks
- monitor the recording and setting of homework within teams through lesson observations, learning walks, Go4schools, scrutiny of work to ensure that appropriate homework is consistently set in line with the Academy's expectations.

### **Progress and Standards Leaders are expected to**

- devise and provide support to ensure all students meet school expectations
- support class teachers and HoCAs in applying this policy and appropriate sanctions for non-completion or missed deadlines
- ensure tutors check organisers regularly
- monitor the setting of homework across the wider curriculum through Go4schools, homework scrutinies, student surveys or interviews and addressing specific issues with curriculum areas setting too little or too much homework
- celebrate and reward homework successes in assemblies/homework nominations
- ensure monitoring systems are in place for repeat offenders for homework including meeting with parents and pupils and monitoring pupils on a homework report.

**Leadership Group are expected to**

- ensure that the homework policy is monitored and applied by all HoCA and class teachers
- maintain a high profile and status for homework through regular reference, celebration and praise
- support sanctions for not completing homework, in particular when persistent or widespread issue has escalated to Progress and Standards Leader and requires further intervention
- provide facilities and support in school for homework completion
- monitor the setting, recording, completion and marking of homework through line management meetings, using the online homework calendar (Go4schools) and spot checks carried out from time to time as part of the Academy's internal monitoring systems.