

MIHSG

HOMework POLICY

Reviewed June 2016

Member of staff with overall responsibility: Mrs E. Smart

Aims

- To raise standards of achievement and attainment by extending and reinforcing work completed during lessons and extending independent study and learning skills
- To ensure that homework is an integral part of the curriculum and is a planned part of all Schemes of Work
- To provide parents/carers with an opportunity to take part in, monitor and support their children's education through supervision of work completed

The Definition of Homework

Relevant work assigned by staff to pupils linked to the appropriate scheme of work, to be completed routinely outside the timetabled curriculum, including:

- Consolidation and extension of class work
- Preparation of work for the next lesson, including revision for tests/exams
- Practice and application of specific skills

Homework should provide opportunities for differentiation by varying tasks for SEN (D)/Able, Gifted and Talented pupils.

The Importance of Homework

Homework is seen as a valuable part of the learning process by:

- Helping pupils to make rapid progress
- Allowing pupils to work independently
- Enabling pupils to practise skills learned in the classroom
- Encouraging pupils to use materials and other sources of information, not always available in the classroom
- Involving parents/carers in the learning process

- Providing pupils with the discipline of working to meet deadlines

Setting and Recording of Homework

- Staff will use the agreed Homework Timetable: homework will be set by staff on the appropriate day for each year group and will be of appropriate duration for that year group.
- Staff will ensure that homework is recorded by pupils in their planners, along with any relevant comments.
- Where homework tasks cover a number of homework slots, this should be recorded in the Pupil Planner on each homework day. It should not be recorded as 'None set' after the first entry.
- Form tutors and Heads of Year will monitor the recording of homework.
- Heads of department will monitor the setting of homework in departments.

Parental Involvement

Parents/Carers can support the school and their children:

- By checking the Pupil Planner for homework entries and checking that the work has been completed to an acceptable standard;
- Providing assistance by discussing homework tasks, reading drafts of assignments, making suggestions for general improvement;
- Writing comments for the attention of their child's form tutor if they have any questions or concerns about homework;
- Signing the Pupil Planner on a weekly basis to acknowledge that all homework has been completed.

Homework Allocation

- Each pupil has a homework timetable agreed by staff which indicates when pupils can expect work to be set in specific subjects. This homework timetable will be recorded by the pupil in their planners.
- Staff are expected to adhere to that timetable unless there are good reasons for modification.
- In Key Stage 3, homework will be set in two or three subjects per night, Monday to Friday. In Maths and English, homework will be set at least once a week. Other subjects will set homework once a week or once a fortnight.

- In Key Stage 4 homework will be set in three or four subjects per night, Monday to Friday. All GCSE subjects will set homework twice a week. Each piece of homework should take approximately 45 minutes to complete.

Marking

- Teachers will mark homework promptly and give constructive feedback in line with school and department making policies
- Teachers are not expected to mark every single piece of homework set. Much will depend on the nature of the work set. Some pieces may be preparation, planning, redrafting or peer/self-assessed. However, all pieces of written homework should be marked.

Recommended Time

Times below are approximate; however, pupils would not be expected to be spending significantly less or more time than the recommended allocation.

Key Stage 3

Year 7 1 to 1 hour 30 minutes hour per night (30 minutes per subject)

Years 8 and 9 1 hour 30 minutes to 2 hours per night (average 30-45 minutes per subject)

Key Stage 4

Years 10 and 11 2-3 hours per night (average 45-60 minutes per subject)
Not all of this time may be taken up with teacher initiated work. Pupils may be required to undertake reading, preparation and research, as well as specific written tasks.

Failure to Meet Homework Requirements

- If a pupil fails to submit work on time (unless she brings a note in explaining extenuating circumstances e.g. illness), provide satisfactory work or produce completed work, on the first occasion each term a warning will be written in her planner, and she will be expected to rectify the situation within 24 hours.
- If a pupil fails to submit work on time, provide satisfactory work or produce completed work on more than one occasion in a term, she will be given a demerit each time after the first instance, a note will be written in her planner and she will be expected to rectify the situation within 24 hours.
- A pupil who regularly fails to meet homework requirements in a particular subject will be referred to the Head of Department and the Head of Year, and parents will be contacted directly. Completion of homework will then be closely monitored by the Head of Year. She may be placed on a homework monitoring report.

Monitoring

Heads of Department are expected to monitor the setting, completion and marking of appropriate, challenging homework in their subjects by:

- scrutinising pupil work
- sampling pupil planners against the homework timetable for their subject
- checking lesson plans
- observing lessons

Heads of Year and Form Tutors are expected to monitor the setting and completion of homework by:

- ensuring that all pupils have the homework timetable recorded in their planners
- regularly checking pupil planners for the recording of homework and parent/carer signatures

The Senior Leadership Team is expected to monitor the effectiveness of the whole school homework policy by:

- regular review with Heads of Year/Heads of Department
- lesson observations
- pupil work scrutinies
- pupil planner scrutinies

Policy reviewed June 2016 (ES)