



School Homework Policy

Senior School

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The school believes effective homework is a vital element in developing pupils' study skills and their ability to learn and organise themselves independently. It is a key mechanism for extending and consolidating learning and for challenging pupils to think for themselves. It should therefore be taken very seriously by all – pupils, teachers and parents. What follows provides an outline of our homework policy and then some advice on how parents can help to ensure that their sons and daughters achieve to the best of their ability in homework and develop the necessary skills for organised and disciplined independent learning.

Homework timetable

The homework timetable is organised by the Deputy Head (Academic) and will adhere to the following general pattern:

- In Years 7/8 homeworks should last a total of c. 90 minutes per night.
- In Year 9 homeworks should last a total of 1 hour 30 minutes to 2 hours per night
- In Years 10/11 homeworks should last a total of 1 hour 45 minutes to 2 hours 15 minutes per night

The homework timetable, as far as possible, will allow for the specific demands of certain subjects. In general there will be a pattern of 3 homeworks per night, but on some nights there may be 2 and on others 4.

Pupils are required to write a copy of their homework timetable in their student planners. A copy of the generic homework timetable can be found on the T: Drive.

(The arrangements for homework/private study in the Sixth form are set out after this policy.)

General

Homework will be a mixture of written and other forms. Homeworks will aim to consolidate and extend work done in class or will involve effective preparation for the next lesson. Some homework tasks (e.g. large assignments involving both research and writing up) will require more than one homework session.

Homework set will bear in mind the ability of pupils. For example, this may require extension work to be set to stretch and challenge the more able.

Whilst 'finish off' homeworks may on occasion be necessary, it is important that sufficient challenging homework is set for all pupils to provide a meaningful task.

Clear instructions to pupils are essential and general terms such as 'revision' or 'research/find out about' should be avoided – the scope, purpose and type of revision/research needs to be explained. In the case of internet-based research, for example, appropriate instructions should be given about relevant web-sites and what to do with the information obtained.

Responsibilities of the pupil

- To ensure that he/she takes time and care over homework to ensure that he/she performs to the best of his/her ability on the relevant task.
- To ensure that he/she has a clear understanding of the homework set and what is required.
- To ensure that all homework is written down in the student planner along with due dates.
- To ask his parent(s) to sign the student planner on completion of homework every day.
- To ensure that homework is completed and handed in by the given deadline.
- To inform the subject teacher and/or form tutor if there is a problem over any homework wherever possible before the due date.

Responsibilities of the subject teacher

- To set homeworks that pitch the tasks appropriately for all pupils in the class. As far as possible this will mean that homework provides sufficient challenge whatever the ability of the pupil.
- To set appropriate homework in accordance with school and department policy on the appropriate day of the homework timetable;
- To instruct pupils to write the homework set in their student planners along with the due date;
- To assess homework appropriately. For written tasks this will normally involve formal marking. Homework should be marked and returned within one week of collection.
- To monitor all pupils' homework performance. The teacher should normally use the student planner to communicate failure to hand in homework and may comment at other times on the adequacy and quality of homework.
- To keep the Head of Department and Form Tutor informed about problems as appropriate.
- To operate rewards and sanctions regarding quality and quantity of homework according to departmental policy.
- In assessing homework, the teacher should reflect on the effectiveness of learning and the teaching contributing to it in order to inform future planning, teaching and task setting.

Responsibilities of the Head of Department

- To decide on homework policy for the department in line with school policy
- To ensure members of the department implement departmental homework policy effectively
- To monitor and evaluate the homework set and marked by colleagues in the department
- To be the point of contact with parents for subject related issues regarding homework
- To keep the Form Tutors and Head of Year informed on issues of concern

Responsibilities of the Form Tutor

- To have a general oversight and concern for the academic effort, organisation and progress of his/her tutees.
- To monitor pupils' student planners to check that homework is being written down. This will be done on a weekly basis.
- To communicate concerns, issues, relevant information raised by parents (and/or pupils) as appropriate to subject teachers, Heads of Department, Head of Year and Deputy Head (Academic) as appropriate.

Sanctions

If homework is completed to an unsatisfactory standard, the subject teacher should ensure that it is repeated, giving additional support as necessary.

If homework is late or is submitted in an unfinished state, the teacher should note this in the student planner and issue an appropriate extension. If this extended deadline is not met, the pupil should be entered into Homework Detention via the General Office. The detention is held in Room 213 for one hour on Friday afternoons.

Repeated homework detentions are likely to result in further sanctions, including Head of Year and Academic Deputy Head detentions.

What parents can do to help

We hope, of course, that all parents will take an active interest in their children's homework and provide encouragement and support. The following will also help ensure that pupils develop and sustain the right attitudes and habits:

- Please ensure that there is somewhere quiet and businesslike where your son or daughter can undertake their homework undisturbed;
- **Please ensure that the student planner is checked and signed every night to indicate that homework has been completed.** The planner is intended to be an important means of communication between home and school – there is space on every double page for parental comment;
- Encourage your son or daughter to adopt a regular routine so that homework can be done effectively and efficiently and so that he or she has time to pursue other interests and has time to relax;
- Help your son or daughter to organise his or her time effectively, especially when faced with a number of different demands and deadlines;
- Encourage the use of the library and suitable books at home to support your son's or daughter's learning. Access to the internet is increasingly important for homeworks involving research and investigation – as stated above, teachers will provide pupils with appropriate guidance on what to look for, where to look for it, and what to do with the information found;
- Encourage taking pride in doing work well and to the best of one's ability;

What to do if

- If there are circumstances inhibiting or preventing the completion of homework tasks inform **the form tutor by** phone or note. If the problem concerns just one subject, please inform the **appropriate subject teacher** by phone or note.
- If you have any questions about the pattern or setting of homework, or other concern about homework *in a specific subject* please contact **the relevant subject head of department.** More general queries about homework should be directed to your son's or daughter's **form tutor** in the first instance.
- If you have a general concern about homework policy, please contact the **Deputy Head (Academic).**

Sixth Form Arrangements – Homework/Private Study

In Years 12/13, in accordance with the specifications set for AS and A2 qualifications the expectation is that there will be 4 to 5 hours of out of class work in each subject.

In Year 12 this will largely need to be directed and structured work which is directly overseen – it is important, for example, that not only essays and other formal assessments, but also notes, research and other tasks are suitably checked and assessed so that students are helped to develop effective independent study skills and habits.

In Year 13, whilst direction is still necessary, students are expected to take more responsibility for their management of their work outside the classroom, especially in relation to research and note-taking.

Other

Homework Club: It is possible to do homework in the Library after school Monday to Thursday 3.45 - 4.45 pm and on Friday to 4.30 p.m. Pupils may volunteer to attend or be required to attend by Heads of Year. It is open to Heads of Department to require recalcitrant pupils to attend. The names of such pupils should be placed on the Register in the Deputy Head's office.

All departments have a homework policy in their departmental handbook and Heads of Department are responsible for ensuring that all staff adhere to it. Of course, departmental policies must be consistent with whole school policy.

A copy of the department's marking policy should be placed in the front of all students' exercise books or folders.

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