Academy Policies: Homework Policy

Approved by:

Date:

Rationale

"Homework is not an optional extra, but an essential part of a good education." - 1999 White Paper, Excellence in Schools.

Homework is work that is set to be done outside the timetabled curriculum. It contains an element of independent study in that it is not usually directly supervised by a teacher. It is important in raising student achievement.

Not all homework is done at home; in fact, for some students who find it hard to work at home, or for some tasks which may require resources (books, software, equipment) more readily available at the Academy, it is necessary or desirable to carry out the task at OIEA (Learning Resource Centre). Homework enhances pupil learning, improves achievement and develops students' study skills and as such is an integral part of the curriculum. It requires careful planning and integration into the Scheme of Learning of each curriculum area.

Aims

Homework enables students to:-

- consolidate and extend work covered in class or prepare for new learning activities.
- access resources not available in the classroom.
- develop research skills.
- have an opportunity for independent work.
- show progress and understanding.
- provide feedback in the evaluation of teaching.
- to enhance their study skills e.g. planning, time management and self-discipline.
- to take ownership and responsibility for learning.
- engage parental co-operation and support.
- create channels for home school dialogue.

1. College/Departmental Homework Policy

All colleagues are expected to record all set homeworks on Go4Schools, with details of the task and the expected completion date.

All Colleges will follow the OIEA Homework Policy, but will add additional information relating to the following (which will be published in the College Handbook):

1. When homework will be set (in accordance with the Homework Timetable – published at the start of the academic year).
2. How much homework should be set (see Section 2).
3. Types of homework used.
4. Place of homework in the Scheme of Learning.
5. Faculty incentives (VIVOs).

College/department Improvement Plans may include homework as an area for action. It is good practice to have regular homework 'workshops' at subject team meetings to create, evaluate, and enhance specific homework tasks.

2. Expectations: How much and by whom?

Each curriculum area will set the following amount each week. Those subjects with only 1 Period per week, will set homework **fortnightly (through co-ordination by Create Leads if subjects are taught in a carousel)**. If the homework is an **extended piece of project work** the same piece of homework would be set for the required number of weeks.

Staff should be careful to consider setting a range of homeworks if they have a large number of groups across different years. If a homework which requires a high degree of marking is set for one year group then another year group may require one requiring less intensive marking or AfL. This would rotate the next time homework is set.

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<th>Key Stage 3</th>
<th>Time per week</th>
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<tbody>
<tr>
<td>Subject</td>
<td>Year 7</td>
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<tr>
<td>English</td>
<td>30 mins</td>
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<tr>
<td>Maths</td>
<td>30 mins</td>
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<tr>
<td>Science</td>
<td>30 mins</td>
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<td>All non-core subjects</td>
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<th>Key Stage 4</th>
<th>Minimum time per week</th>
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<tr>
<td>Subject</td>
<td>Year 10</td>
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<tr>
<td>English</td>
<td>45 mins</td>
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<tr>
<td>Maths</td>
<td>45 mins</td>
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<td>Science</td>
<td>45 mins</td>
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<td>Option subjects will have a minimum of 60 mins per week, per subject as appropriate.</td>
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<th>Key Stage 5</th>
<th>Minimum time per week</th>
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<tr>
<td>Subject</td>
<td>Year 12</td>
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<td>Each subject</td>
<td>120 mins</td>
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**National Average**

Year 7 & 8 = 45 - 90 minutes a day  
Year 9 = 60 - 120 minutes a day  
Year 10 & 11 = 90 - 150 minutes a day

3. When will homework be set?

This is decided by each Create Leader in collaboration with their SLT link. A Create homework timetable will be produced for all Create areas. These Homework Timetables will also be published on the OIEA website.
4. Homework tasks

Homework can be:

- Independent learning
- Consolidation of work in class
- Practice - learning by doing
- Completion of course work assignments
- Research and extended project work
- Reading
- Interviews
- Drawing
- Using ICT > SAM Learning
- Recording

Note setting a ‘Finishing Off Classwork’ task should be avoided.

College teams should discuss collaboratively the variety of homeworks they use in order to share good practice. Teams should explore the range of online resources that are available to enhance homeworks some of which include automated marking e.g. SAM Learning. Blogs and Wiki pages may also be useful in gaining a wider variety of homework interaction.

5. Sanctions

When homework is not completed, teachers should initially support the student and ensure the tasks set meet the student's needs.

1. Class teacher - discussion and negotiation with student, logs failure to complete on Go4Schools.

   Note the class teacher is not required to issue detentions for failure to complete homework. Students who fail to hand in homework will not receive rewards. Persistent offenders across the curriculum will be addressed via action from Create Leads and the Head of Year (see point 5).

2. All students who complete the homework will receive a VIVO, those who fail in this task will not. Persistent offenders over time, will lose a proportion of their VIVO rewards.

3. (The College Leader will run a weekly Go4Schools report to monitor completion across the department, and will highlight issue with persistent offenders).

4. Tutors - through weekly monitoring of the Student Planner, identifying students with homework problems across several curriculum areas, discusses situation with the student and refers to Head of Year (if improvement not evident).

5. The Head of Year will run a weekly Go4Schools report to identify persistent offenders across all subjects - discussion and negotiation with referred student. Letter to parents > parental interview > detention if necessary. If problem persists the Head of Year - refers student to the Success Centre Co-ordinator or the ‘link’ Create area SLT link.

6. Parents will be encouraged to play a much greater role in monitoring their child's completion of homework. The expectation being it is their responsibility to ensure homework is completed on time and should apply rewards and sanctions at home accordingly. The Home School (Academy) Agreement will be amended to reflect this.
6. Incentives

High quality homework and a good work ethos should be sensitively praised in class. Where appropriate, homework should be included in display work. VIVOs for achievement and sustained effort should be awarded for good homework. For exceptional pieces of homework, a College letter or ‘praise postcard’ may be sent home. For consistently good homework across all subjects a Year Group ‘praise postcard’ may be sent.

(For persistent failure to complete homework across one or more subjects the student may have VIVOs removed).

7. Responsibilities

The role of the student:
1. To listen to homework instructions in class.
2. To copy down instructions for the task and deadline date into their Planner.
3. To ensure that homework is completed and handed in to meet the deadline.
4. To attempt all work and give their best.
5. To inform the class teacher of any difficulties.
6. Make sure homework is clearly labelled and underlined HOMEWORK.

The role of the Form Tutor:
- To include homework in student mentoring where appropriate.
- To see that homework is being set and recorded.
- To check that the Planner is being signed by the parent/guardian, to complete the weekly monitoring form (see Appendix A).
- To note and respond to any comments written in the Planner by parents.
- The role of the Class Teacher:
  - The class teacher controls the direction of homework and the nature of tasks undertaken.
  - To set homework, which is going to challenge all youngsters in the group.
  - Reinforce the expectation that all students clearly label the HOMEWORK.

The teacher will:
1. Set homework according to the homework timetable.
2. Provide the stimulus.
3. Give full and comprehensive instructions. Reinforce the Presentation Policy.
4. Set deadlines for completed work and ensure that they are met.
5. Mark the homework as per the Marking Policy and return all homework promptly.
6. Provide help and support.
7. Inform the Create Leader, Tutor and Head of Year, as appropriate, when problems arise.

The role of the Resource Centre Manager:
1. To provide after school and lunchtime opportunities for independent study.

The role of the College Leader:
1. To seek to enhance the quality of homework set.
2. To monitor and evaluate homework policy within their curriculum area, and to utilise Student Voice as appropriate.
3. To intervene with students who persistently fail to complete homework across their area.

The role of the Curriculum/Teaching and Learning Assistant Principal:
1. To provide staff, students and parents with the necessary homework documentation.
2. To develop classroom practice to enhance homework across the Academy.
3. To monitor and evaluate the Academy Homework Policy.

The role of the Parents:
The role of the parent is crucial if a child is to gain success from homework. They have a responsibility to ensure all set homework is completed on time. To reinforce its value through positive feedback will give students the confidence to persevere, work hard and reach high standards of achievement.

Parents can assist by:
1. Providing a quiet place to work.
2. Checking the time spent on individual tasks.
3. Ensuring that outside clubs do not hamper a child's quality of work and put a child under undue pressure.
4. Checking presentation and content of all homework being returned to OIEA.
5. Signing the Student Planner each week.
6. Providing the Academy with information about any problems through the student planner or by contacting the Academy directly, or by utilising the Parent Forum.
7. By utilising rewards and sanctions effectively at home to ensure homework receives the priority it deserves.

8. Monitoring

Student Planners will be checked (to ensure homework has been recorded) by:
1. The form tutor (weekly)
2. The Head of Year (sampled every few weeks)
3. Member of the Leadership Team (sampled half termly as part of the Work Scrutiny undertaken though the Quality Assurance programme)

Subject Staff:
1. Will keep a record of homework tasks within daily planning.
2. Record all set homework via SIMS, with details of the task and a completion date.
3. For students who fail to complete the homework a SIMS Homework Behaviour log will be completed.

College Leader:
1. Will run a weekly Go4Schools homework report to evaluate the completion of homework across subject areas within their College.
2. Will look at examples of homework and talk to students and staff according to the QA programme using the published homework monitoring criteria.
3. Will seek to improve the quality of the homework set across the department.

Senior Leadership Team:
1. Will provide opportunities for staff, students, and parents to discuss and evaluate the provision of homework across the academy.
2. Will sample examples of work and talk to students (Student Voice) according to the QA monitoring programme.
3. Will review the Academy Homework Policy annually.
Monitoring, Evaluation and Review:

1. The Senior Leadership Team will ensure that all staff will take responsibility for implementing and regularly monitoring the Homework Policy. Overall responsibility for this Policy ultimately rests with the Principal.

2. The Principal, and Senior Leadership Team will review and monitor the implementation of the Homework Policy.

3. The Academy Governing Body will review this policy annually and assess its implementation and effectiveness. The Policy will be promoted and implemented throughout the Academy and via the OIA website.

4. This policy is available to view on request.

Date policy Written: October 2013
1st Review Date: January 2014
Name of Reviewers: Mr Dave Smith and Governing Body
## Appendix A

**YR Planner Check**

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