

## Homework Policy

### **APPROVAL and REVIEW**

*Review date: **October 2018***

*Approval needed by: **CTTC Governing Body***

*Adopted: **October 2018***

*Next Review date: **October 2019***

## Homework Policy

Homework is an integral and important part of learning for CTTC students. Homework is work that is set to be done outside the timetabled curriculum. It requires an element of independent study in that it is not usually directly supervised by a teacher. Homework enhances a student's learning, improves achievement and develops students' study skills and as such is an integral part of the curriculum.

### **HOMEWORK IS SET IN ORDER TO:**

- Encourage students to develop the skills, confidence, motivation and self-discipline needed to study effectively as independent and life-long learners
- Consolidate, reinforce and extend what students know, understand and can do at school
- Extend school learning: not all learning takes place at school
- Involve parents and carers in students' learning and keep them informed about what students are doing at school
- Help students to get to grips with managing particular demands, such as GCSE revision

### **HOMEWORK ACTIVITIES MIGHT INCLUDE THE FOLLOWING:**

- READING: an invaluable 'wrap-around' support to learning
- Short or long answer questions or pieces of writing
- Project based learning
- Learning key vocabulary
- Developing coursework
- Making a model
- Report writing
- Research
- Revision
- Simple experiments
- Teaching parent(s)/ carer(s) what has been studied at school
- A visit to a public library or museum

Staff will only set homework that is meaningful and purposeful. Students may expect to do one or two pieces of homework per night and on those nights when less homework is set to engage in reading activities – this may include reading a novel or magazine article, or conducting research for future class based assignments. Students are expected to show some independence in this regard. Some homework may be short task based and be completed in one sitting, others may more extended and designed to be completed over a longer period of time. All homework will be detailed on the schools Show My Homework (SMHW) service so that students and parents/carers know what is to be done and the timescales by which the work should be completed.

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There may be times when students appear to have accumulated a lot of homework to do. For this reason, it is always advisable to complete homework as soon as possible (e.g. don't leave it until another day as more homework may be set that day). The timescales set for homework should always allow students to spread their workload out. Staff will always set homework with a reasonable turnaround time of at least 2 or 3 days – this will further facilitate any workload issues.

## LIKELY QUANTITY OF HOMEWORK:

### Year 7 students

Core Subjects	Other subjects
Between 15 and 30 mins per week	Between 15 and 30 mins per fortnight

Homework will mainly be reading based. Students in Year 7 should do at least 25mins of reading per day. Other homework will be short task based – question booklets and vocabulary based.

### Year 8 and Year 9 students

Core Subjects	Other subjects
Between 30 and 45 mins per week	Between 30 and 45 mins per fortnight

### Years 10 & 11 students

Core Subjects	Other Subjects
Between 30 mins and 2 hours per week	Between 30 and 60 mins per week

All subject areas will be expected to set homework for all students. Some subject areas might set lengthier extended project work that spreads over several weeks - this will be stated on SMHW.

In KS3 core subjects of English, maths and Science will set one piece of homework a week. Other non-core subjects will set one piece of homework per fortnight (this may be an extended project as mentioned above). This means that students should expect rather more homework from English, maths and Science as they have far more lessons in these subjects. Homework will always be recorded using SMHW.

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## **STUDENTS ARE EXPECTED TO ENSURE THAT THEY:**

- Check for homework using SMHW
- Do their best with each piece of homework.
- Ask for help if they find the homework too difficult, either from their teacher or from their parents/carers.
- Establish a routine with regard to homework, aiming to complete the homework if possible on the night that it has been set, then returning to it later and looking over the work with a fresh pairs of eyes, checking for quality and accuracy.
- Complete and hand in homework on time.

## **FORM TUTORS ARE EXPECTED TO ENSURE THAT THEY:**

- Include homework in student monitoring.
- Ensure that homework is being set and recorded on SMHW.
- Check that the homework diary is being signed by the parent/guardian.
- Note and respond to any comments written in diaries by parents.

## **CLASS TEACHERS ARE EXPECTED TO ENSURE THAT THEY:**

- Set purposeful and meaningful homework on a regular basis.
- Provide the stimulus for homework.
- Give full and comprehensive instructions to students and through SMHW.
- Set deadlines for completed work and ensure that they are met.
- Mark and return all homework promptly.
- Provide help and support.
- Inform tutors is any problems arise with homework completion.

## **HOW CAN PARENTS AND CARERS HELP?**

- Parents must have SMHW either on their smart phone, tablet or PC. They should check for homework on SMHW and talk about the homework that has been set with their child offering advice on organisation and prioritisation where necessary.
- Support students with extended project work by helping them to plan and manage their time.
- Provide a quiet and suitable work space (e.g., a desk or table with a chair) for students where they are not distracted by interruptions (and preferably away from watching the TV!)
- Keep younger children out of students' way as they work
- Help students establish a routine with homework setting aside time for it to be completed and ensuring that it is seen as a priority
- Support and praise students' work, not just when it is completed, but as it is being done
- Give help if required without doing the homework for students!
- Ensure that students to meet deadlines
- Ensure that students to attend the Homework Clubs when required and, for students in KS4 working towards GCSE qualifications, the intervention and revision classes on offer.

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If students find the homework too difficult, parents/carers are encouraged to let us know by writing a short note in their son/daughter's planner. We also want parents to let us know if too much or too little work is being set.

## **SEND STUDENTS:**

Subject teachers are expected to work closely with the SENCO and SEN colleagues and make reference to the Code of Practice and the school's SEN register/ IEPs, etc.. SEN students are required to complete homework tasks that cater for their individual learning needs, including consolidation or reinforcement of skills practised in class.

## **REWARDS AND SANCTIONS:**

Students should be rewarded for producing good homework. For example, constructive feedback may be given orally or in writing, achievement points may be awarded in line with school policy and teachers are encouraged to contact home to inform parents/carers, e.g. via a note in the Homework Diary, a standard letter/ praise postcard or a phone call.

If a student forgets his/her homework, he/she will need to speak to the subject teacher before or during the next lesson. The subject teacher may choose to extend the deadline for the piece, but if homework is not produced thereafter, the student will be required to attend a homework catch-up with their tutor – parents will be notified about this. Once notified the detention must stand e.g. the student can't then not attend the detention by doing the work.

If homework has not been completed to the satisfaction of the teacher (teacher explanation of the work set with students and on SMHW needs to be explicit about these expectations) either in terms of the care and attention given to the work or the quality of the work produced, students may be required to repeat the task. This will not initially incur an after school homework catch-up however repeated instances of work of a poor standard being submitted will result in students being required to stay with their tutor to address this problem. Setting a bar such as a mark out of ten to be achieved in a homework is not an appropriate way of judging whether sufficient time and effort have been put in to the completion of a homework and cannot be used as a method of deciding who has a homework detention.

Learning homework which requires students to revise should be taken very seriously by students – parents are asked to ensure that the suggested time is spent on these tasks – self testing and testing by parents can help greatly in ensuring that this type of work is done to a good standard.

## **GENERAL:**

In GCSE classes, the nature and spread of homework changes throughout the year depending on when assessments and extended pieces of work are being completed. The above is a guide but this may change slightly depending on need; It is important that students, with the support of parents/carers and staff manage their time to ensure that all work is completed thoroughly. It is equally important that we try to avoid overload so any parents who have concerns over this should contact the school immediately it arises so that the matter can be resolved; the person to contact in the first instance is the students Head of Year or SSO.