



HOMEWORK POLICY

2017-2019

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Reviewed by the LGB Governors

"The Governors of Greenbank High School are committed to safeguarding and promoting the welfare of children and young people at every opportunity and expect all staff and volunteers to share this commitment"

Greenbank High School aims to provide an educational environment within which all students can achieve their full potential. Homework is an essential aspect of the school curriculum enabling students to make maximum progress.

It is school policy to set students homework. This is to ensure that students have the opportunity to:

- practise the skills learnt in class
- learn the facts required for future progress
- develop the necessary skills for independent study and research.
- undertake tasks that cannot be done within the school lessons
- give further evidence as to the level of their understanding and progress
- generally support their learning through this further study time
- undertake extension work
- prepare for learning in class

The support of parent/carers/carers in encouraging their children to do their homework carefully and to the best of their ability is of great importance and will encourage students to achieve their potential.

Organisation of homework

Students are given homework according to the guidance in the homework overview (Appendix 2). This is shared with parent/carers on the school website and equates to approximately:

Years 7 – 8 approximately 5 hours per week plus reading, music practice and project work.
Years 9 – 11 approximately 10 hours per week

Vocational Subjects

Due to the nature of vocational subjects relevant homework cannot always be set on a weekly basis. Therefore, vocational subjects will only set homework when it is deemed relevant to the learning of the students studying those courses. For some courses homework may be replaced by extra lessons after school to ensure that students are able to complete their assignments. In addition, there would be after school "catch up" times scheduled for those who need extra time to meet tight deadlines.

Student Planner

Each student has a Student Planner in which they must record all the homework set and the date by which it is completed. Parent/carers/carers are asked to sign the planner once a week. Tutors also check the Student Planner weekly. If the Student Planner is lost then a replacement must be purchased from the Finance Office.

The front of the Student Planner explains to parent/carers the importance of supporting students' learning. In particular it gives the contents of the Planner and how students and parent/carers can use it to monitor and support student progress.

Teachers and parent/carers/carers should use the Planner to record queries regarding homework or state concerns.

Faculty Responsibilities

It is the responsibility of the Faculty to:

- set appropriate homework for students in line with the times set out in the homework overview (appendix 2).
- keep a record of the homework tasks set
- keep a record of homework completion/standard as appropriate
- ensure appropriate procedures are in place to support good quality homework provision and monitoring
- mark homework in accordance with the whole school and faculty policy

It is ESSENTIAL that subject teachers give students sufficient time to record the homework in their planners and that they check that this has been recorded. It is important that when students miss a lesson, homework is set to avoid a gap in their learning. Subject teachers need to check regularly that homework set is being properly recorded in Student Planners.

Strategies that are recommended include:

- Setting the homework early in the lesson so there is time for the teacher to circulate and check that it is recorded; some teachers may choose to initial this in the planner.
- Selecting students at random and checking that their planner shows the homework set
- Asking students to leave the Student Planner open at the end of the lesson so that they can be quickly scanned for completion
- Asking students to hold up their Planner so the teacher can see it is recorded, or to show it to their partner and their partner to confirm it is recorded.

It is expected that faculties have a clear expectation of homework practice that makes clear the following:

1. Faculty use of homework time and adherence to the homework overview.
2. Faculty definition of good quality homework (homework set and student expectations)
3. Faculty guidance systems for:
 - recording, monitoring and registering completion/standard of homework
 - action in the case of lack of homework or particularly high quality homework including
 - parent/careral contact
 - conveying any presentational or other expectations to students
 - review procedures of the systems put in place
 - marking homework
4. Faculty support for the setting of appropriate homework through:
 - references in schemes of work
 - specialist homework material
 - sharing of good practice
 - Homework tasks being made available via the Firefly VLE and Parent/carers Portal.
5. Faculty systems to enable monitoring and evaluating of the following areas:
 - the quality and frequency of homework set to students
 - standards of homework by students
 - the marking of homework (alongside class work)

Where members of staff are regularly not setting homework a referral to their line manager for further action may be necessary.

Additional Guidance to Staff

Support for homework provided

It is recognised that there may be occasions when it is very difficult for individual students to complete homework at home. The school would react to individual circumstances to provide practical support such as providing a quiet area for the completion of homework.

In addition:

- the Learning Zone is available at the beginning, during breaktime and end of school for research and quiet working.
- the school provides homework clubs for students every day after school.
- other support is available in certain subject areas through lunchtime support clubs and after school clubs e.g. Maths Support on a Thursday.
- informal support is generally available from individual teachers

Monitoring of homework

Homework is monitored through the following strategies:

- Faculty QA procedures in exercise book samples includes a check of homework tasks/quality
- Faculty QA of individual mark books includes scrutiny of homework marks

- Markbook recording of completion/outcomes

In addition members of the Senior Leadership Team undertake spot-checks on Student Planners for a variety of evaluative purposes.

Appendix 1

Homework guidelines

Key points for teaching staff to consider are:

- Does the homework task follow and link to the scheme of work?
- Do I set homework according to the year group's homework timetable?
- Do I check that students are writing their homework into their planner?
- Have I used the VLE where appropriate to record homework or upload homework?
- Do I have a system for collecting homework in and marking it?
- Do my students understand the homework that I have set for them?
- Do I give enough time in the lesson to explain the homework?
- If students have done their homework well, do I stamp their planners with a 'homework well done' stamp?
- If students have not done their homework, do I communicate with parent/carers through writing in their homework planners

The Responsibilities of Directors of Learning, Subject Leaders and team

- Ensure homework expectations are clear to students i.e. what is expected as a result of homework being set e.g. 200 words split into three paragraphs covering ...
- Ensure that homework set is accessible, and that the time given for completion is not too long.
- Single period subjects may wish to collect the work after 2 days particularly at KS3 e.g. Geography teachers could have their homework handed in during History. This gives time to chase up issues at the start of the next lesson.
- Ensure that the homework task set is appropriate and of an appropriate quality and description e.g. 'finish the sheet' does not give staff monitoring the homework set enough information regarding the task to be completed.

Subject Leader responsibilities

- To ensure that SOWs contain guidelines and suggestions for homework tasks
- To ensure homework is being set by department members in line with the homework timetable through monitoring processes within the department.
- To monitor teacher mark books and student exercise books to ensure homework is being set, assessed and followed up.
- To ensure there are department procedures in place so that department members are supported in instances where students fail to complete homework
- To follow up on any instances of members of the team not adhering to Faculty /school procedures.

Class teacher responsibilities

- To have an expectation that **every** student completes **every** piece of homework
- To ensure that Student Planners are out on student desks every lesson, as is school policy
- To set a defined task according to the homework timetable, and record it in a planner/ mark book.
- To be clear to students on the homework task to be completed and instruct students to copy it into planners, giving a clear deadline date and ensuring enough time is allowed for this task to be completed.
- To check the homework is recorded in the student planner e.g. by spot checks, by checking planners of regular defaulters, by circulating the room whilst planners are open, by a student showing it to their partner to verify it has been recorded etc.

- To record marks/completion for each individual student in a class. Mark books should include homework information:
 - **date set**
 - **task set**
 - **marks given**
 - **late/on time**
- To note in the Student Planner if homework is not done or is of an unacceptable standard by stamping/writing this in the relevant page of the planner.
- To ensure praise for those students who have completed their homework, and that references to homework during lessons make it clear that this is an essential part of the course e.g. homework could be linked to the starter of the next lesson; a group reward could be given if a whole class have successfully completed homework etc. A 'homework well done' stamp is provided for staff.
- To contact the parent/carers of students who repeatedly fail to complete homework by the deadline given.
- To ensure grades accurately reflect homework completion/ achievement
- To apply individual, Faculty and school rewards/sanctions as appropriate e.g. setting a personal detention for failure to hand in the homework

What to do if a student has not done their homework

- Write in their Student Planner
- Set a new date for completion
- Check that they are clear about what it is they have to do
- Follow Faculty policy if there is no valid reason that you are prepared to accept e.g. set a personal detention etc.

What to do if a student regularly does not do homework

As above and:

- Phone parent/carers/send a letter to inform them and discuss strategy which could mean the student staying after school to complete homework
- Inform Subject Leader/ Director of Learning as appropriate; they may well advise you on other strategies (eg a homework report)

Personal Tutor Responsibilities

Check Student Planners and sign them weekly, picking up concerns and contacting parent/carers where concerns are ongoing.

Appendix 2: Homework overview

Subject	KS3 (years 7&8)	KS4 (years 9, 10 & 11)
Maths	4 x 30 minutes	5 x 30 minutes
English	2 hours + 15 minutes reading each day	4 hours
Drama	Research tasks as required	3 hours
Media	NA	3 hours
French & Spanish	3 x 15/20 minutes	5 x 30 minutes
Science	2 x 30 minutes	<p>Year 9 Combined – 1 hour 30 minutes Separate – 1 hour 30 minutes per subject</p> <p>Year 10 Combined – 2 hours Separates – 1 hour 30 minutes to 2 hours per subject</p> <p>Year 11 Combined – 3 hours Separates – 2 hours per subject</p>
PE GCSE	NA	2 x 1 hour Attendance at clubs
Dance	NA	2 x 45 minutes
Geography	2 x 20-30 minutes Once per half-term a longer research based task will be set (1-2 hours)	2 x 1 hour/ 4 x 30 minutes + any unfinished class work.
History	2 x 30-40 minutes Once per topic there will be a key homework with extended writing	2 x 1 hour/ 4 x 30 minutes + any unfinished class work.
RE	1 x 20-30 minutes	1 x 40 minutes
Business studies	NA	2 x 1 hour
DT	30 minutes research per project + sourcing materials etc.	NA
Music	1 piece per topic (45 minutes) 5-10 minutes of daily practice	2 x 30 minutes written 30 minutes daily practice
Music Technology	NA	2 hours self-directed
Art	30 minutes research task per project	4-6 hours self-directed
Photography	NA	4-6 hours self-directed
Child development	NA	2 hours Y11 – Child study research ongoing
DT Textiles	NA	4 hours self-directed
Graphic products	NA	2-4 hours self-directed
Food preparation and nutrition	NA	2 hours including sourcing ingredients
ICT	45 minute piece per project	2 hours self-directed