



HOME LEARNING POLICY

This policy was approved by the Local Governing Body on:	Jan 2018
The policy owner is:	Acle Academy
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Signed by the Chair of the Local Governing Body:	
Ratified by the Board of Trustees	January 2018
Signed by the Chair of Trustee Board	

Status: Statutory

Who was consulted: This policy was developed through consultation with staff, students, parents, carers and governors.

Equalities and Disability Discrimination Act

Acle Academy provides education for all, acknowledging that the society within which we live is enriched by diversity. We strive to ensure that the culture and ethos of the school reflects the diversity of all members of the school community, where everyone is equally valued and treats one another with respect and fairness. Students are provided with the opportunity to experience, understand and celebrate diversity (see Equality, Diversity and Cohesion Policy).

Definition

'Homework' is any work or activity which students are expected to do outside lesson time.

The Purpose of Homework at Acle Academy

At Acle Academy we believe that the purpose of homework is:

- To encourage students to develop the skills, confidence and motivation that will enable them to study on their own
- To consolidate and reinforce the skills and understanding developed at school
- To extend school learning and to provide opportunities for learning outside the classroom.
- To clarify the understanding of the lesson
- To involve parents and carers in the management of students learning and keep them informed about the work the child is doing
- To prepare students for particular demands such as the production of coursework, research projects and extended essays.
- To prepare for examinations

Homework also has a contribution to make to students':

- Independent learning
- Consolidation of knowledge
- Ability to learn by doing
- Ability to complete a variety of coursework assignments
- Self-discipline, time-management & organisational skills
- Research and study skills
- Ability to complete work not suited to the classroom situation

What sorts of tasks are appropriate for homework?

Homework will consolidate, reinforce and extend class work. Tasks will be matched to the age, needs and ability of the students and to the schemes of work being covered in lessons. They will be varied in style, covering the full range of skills in writing, reading, speaking and listening. They will develop subject specific skills and in doing so will contribute to the students' literacy and Numeracy. Homework will develop the study skills that are essential to the student's development as independent learners.

Homework should not be regularly used simply for 'finishing off work'. The following is a list of suitable and varied tasks.

Research	Designing	Essay writing
Reading	Simple experiments	Reports
Drawing	Drafting	Making a model
Interviews	Revision	Projects
Investigations	Library work	

Organisational Aspects

1. Each pupil is issued with a student planner which gives information about homework times. This can also serve as a personal planner for deadlines. As the nights that homework is set varies from year to year, along with the main timetable, a homework timetable is published each year. The suggested time allocations are outlined below:

	<u>Per evening (minimum)</u>	<u>per evening (maximum)</u>
Year 7	45 minutes	90 minutes
Year 8	45 minutes	90 minutes
Year 9	One hour	2 hours
Year 10	1 1/2 hours	2 1/2 hours
Year 11	1 1/2 hours	2 1/2 hours

All students work at a different pace. It is therefore difficult to be precise about times on an individual basis. However, attention to differentiation should help to even out this characteristic. Extension work should be available for able students and student's special needs should be catered for. Homework should not be superficial nor excessive or unreasonable in its demands. Each individual student needs to organise their own programme of study and will require the help of his/her form tutor with the study planner forming the focus.

2. Recording Homework

Homework is to be recorded on **Show My Homework** which is available to all staff parents/carers and students.
help@showmyhomework.co.uk

This will enable students and parents/carers and staff to track who has set homework, the quality and frequency of homework and who is doing homework.

3. Rewards and Sanctions.

It is important that rewards and sanctions are applied appropriately and consistently.

Rewards

- House points will be given in students work should be given for students who have made a special effort with a particular piece of homework.

3. Teachers will:

- Encourage students to value homework by emphasising the purpose of any given task and assessing it according to agreed and shared criteria.
- Set homework in accordance with whole school and department policy.
- Record homework on the Homework drive each week or in advance for a half-term or term
- Follow subject specific guidance on the variety, frequency and length of tasks and ensure that they are assessing work in a way that is consistent with department and school policy.
- Choose tasks that consolidate, reinforce and/or extend class work in ways that develop study skills and independent learning strategies.
- Set homework in accordance with the timetable and the suggested time allocation and take care to provide work appropriate to the needs, ability and potential of the students concerned.
- Ensure that homework is integrated into schemes of work suited to the ability and age of students and that it is challenging and realistic in its expectations.
- Should ensure that homework is not normally allowed to be started in lessons.
- Homework should be marked together in class, peer marked or teacher marked and returned as soon as possible whilst the work is still reasonably clear in the student's mind.
- Ask students to take out their Student Planners during the lesson in which the homework is set; instructions to be entered should be clear and concise. Students persistently without planners should be reported to form tutors.
If no homework is to be set then each student is required to write "none set" in the appropriate space.
- Write a comment in the planner for parents to read if students are not putting enough effort into their or homework or alternatively to praise exceptional work.

4. Departments

Departments will publish a homework policy in accordance with these guidelines. In doing so they will ensure that they address the following:

- The regularity, frequency and amount of homework appropriate in the subject at different times during the course, covering KS3 & KS4
- The integration of homework into schemes of work
- The range of tasks appropriate for homework in the subject
- How feedback should be given to students about homework with regard to school policies on assessment and target setting.
- The importance of stressing the value of homework
- The implementation within the department of the requirements for the teacher detailed

above

- The implementation of regular monitoring procedures to ensure that homework is set and assessed in a manner that is consistent with the subject and across the school.

Sanctions

- If teachers are notified before the lesson that homework has not been given, an extension may be granted. If students turn up to the lesson without homework- they will be given a yellow card detention and asked to bring it in the next day – failure to attend detention or submit the homework will result in a CLD level 1 lunch time detention
- Failure to submit homework is recorded on Sims and monitored by the Progress Leader and Form Tutor - students who repeatedly fail to complete homework will be placed on the homework report system

5. Form Tutors should ensure that the:

- a) Parent's signature is present and authentic
- b) Student is adequately recording homework in a clear and concise fashion,
- c) Adequate homework is being set appropriate to the pupil's ability
- d) Planners are checked and signed by parent, pupil and tutor each week.

During review sessions with students, feedback on the nature and demands on time should be sought and issues passed on to the Progress Leader or Head of Department for further action and dissemination to subject teachers. If it is felt that student's part-time employment is affecting the quality of work completed then this should be discussed with parents.

6. The Student should:

- Always have his or her planner
- Record the homework on the correct day
- Write the completion date
- Ensure that parents check the planner weekly
- Complete the homework to the best of their ability
- Hand the homework in on time
- Store it in the correct place

7. Parents

It is the Government's view that parents and carers should be encouraged, as far as possible, to:

- Provide a reasonably peaceful, suitable place in which students can do their homework.
- Make it clear to students that they value homework, and support the school in explaining how it can help them make progress at school.
- Encourage regular habits and routines for the completion of homework
- Discuss schoolwork and homework, with their children, showing interest in their work
- Encourage them to complete homework to the best of their ability and praise them when they do so
- Use the homework diary to check that homework deadlines are met.

- Encourage their children to become increasingly independent in the completion of homework.
- Encourage attendance at homework club.
- Contact the school promptly if they have any concerns about homework.
- Ensure that outside interests and school work commitments are balanced.

8. **The Leadership Team**

The Leadership team will consult the governors, parents, teachers and students to ensure:

- The homework policy is led by the Leadership team as part of the school's overall learning and assessment policy
- There is a regular programme so that everyone – teachers, students and parents – know what to expect
- Students and parents are very clear and about what they need to do
- There is consistent practice within Departments.
- The expectation that students should complete homework punctually and to the highest standard is shared by everyone.
- Homework features in the regular monitoring and evaluation of teaching and learning by the Leadership Team. Procedures for the setting and assessment of homework will be checked to ensure that there is compliance with school policy and that homework is contributing to student progress and to the development of independent study skills
- Parents, students, teachers and governors will be involved in the review of this homework policy

9. **Progress Leaders/Heads of Department**

If a parent has a concern about inadequate/too much homework then the comments (in writing) of the subject teachers concerned must be sought. The parent concerned should be contacted with the results as soon as possible and if need be, invited to the school to discuss the situation.

Adjustments to the amount set and the nature of the work may be required from time to time.

10. **Special Needs Co-ordination**

Collaboration between the subject teacher and the special needs department is essential to ensure that students with individual needs are fully engaged with the homework set. Individual skill practice should be incorporated into the work without overloading the student.