



New Rickstones
Academy
To make our best better

HOMWORK POLICY



Academies
Enterprise Trust
To make our best better

1.0 POLICY STATEMENT

It is the policy of the Academy to set homework for all students on a regular basis. Homework is a valuable aspect of the learning process and contributes to the development of sound study habits. Homework may take the form of a variety of tasks, not always written, and will serve a range of purposes, the main one being to reinforce and extend the learning objectives of a lesson. These include:

- i. practising skills covered or introduced in class and demonstrating understanding of them;
- ii. encouraging independent learning habits and fostering responsible attitudes;
- iii. preparing for future work in lessons;
- iv. extending the range of available resources e.g. using books and information at home and in libraries, and asking other people.

To this end homework within the academy is split into three categories :

i. **Daily Homeworks:** This comprises of rote learning or revision tasks, short consolidation exercises to practise how to do things or simple preparation tasks and short defined research exercises that help the students to get ready for upcoming learning, diary entries etc. These are time limited work – 15 mins. each for KS3 and 20 mins. each for KS4. The deadline for submission is always the next lesson for the group.

ii. **Key Homeworks:** These are any pre-planned tasks designed to take at least an hour for a student to complete. They include tasks such as background reading, longer research projects, extended writing (whether creative or factual) or working through a pre-planned course of study (for example an in-house booklet of materials)

iii. **Maths College Homeworks :** These are weekly exercises e.g. from a textbook or an internet programme which last for 30 minutes each in KS3 and 45 minutes in KS4

The expectation is that KS3 students complete in total 1hr 15min a night and KS4 students 2 hours a night.

2.0 ROLES AND RESPONSIBILITIES

- 2.1 It is the responsibility of the **Governing Body** to establish a policy and procedure for homework and to monitor the effects of the procedure.
- 2.2 It is the responsibility of **the Headteacher** to ensure that arrangements are made to set homework which will fulfil the policy statement and support students' learning.
- 2.3 It is the responsibility of all **staff** to familiarise themselves, and comply, with this policy and procedure in accordance with relevant professional standards.

3.0 PROCEDURES

- 3.1 Vice Principal Curriculum will write to all parents at the start of each academic year outlining the academy's homework procedures.
- 3.2 At the start of each term the Vice Principal Curriculum will collate information on Key Homeworks from each HOD in a defined way, listing Year, Subject, Class Code, Teacher a description of the task (sufficient for a parent to understand it) , a copy of any necessary materials for the completion of the task, start date and completion date.
- 3.3 A list of the Key Homeworks for the half-term ahead will be published on the Academy website by the Office Manager in the first week of each new half-term. They will also be integrated into a VLE based system when this is available.
- 3.4 Planners are issued to all students in Years 7, 8, 9, 10 and 11. Year 12 and 13 students are issued with academic diaries.
- 3.5 At the beginning of each half- term, students should be given time to fill into their Planners details of start and completion dates for all their Key Homeworks for that half-term.
- 3.6. All teachers should ensure that appropriate homework is set for each group each week and is recorded in the students' planner, even if it is simply a reference to a Key Homework. Subject teachers should display homework onto the whiteboard well before the end of the lesson, and ensure that all students note down their homework before leaving the room. Staff must ensure that all students have sufficient time to write down homework, and check that the tasks are recorded legibly by students with special educational needs.
- 3.7 The use of the diaries will be checked and signed on a weekly basis by form tutors and parents. The aim is to establish regular practice through which students learn to be responsible for their own recording of work set. If homework set is not recorded satisfactorily in homework diaries, the form tutor will address this during the weekly check and will correct the situation, making written comments in the homework diary for the student's/parents' benefit. If a homework diary is lost, defaced or damaged, the student will be expected to pay for a new homework diary.
- 3.8 As part of this weekly check Form Tutors will select a sample of 5 to 8 diaries and complete a simple pro-forma on the homework set and any issues arising (positive or negative) and pass these on to the Head of Year.
- 3.9 Heads of Year should monitor the amount of homework being set through their tutors' sampling exercises and their own checks of Planners. They should refer any problems to the appropriate Head of Department and copy their findings (both positive and negative) to the Vice Principal Curriculum.

- 3.10 Where students are experiencing difficulties with homework, the subject teacher should address the issues and, if appropriate, encourage them to attend the homework club.
- 3.11 Where students attempt to complete homework but find they are unable to do so, parents should indicate this in the homework diaries.
- 3.12 In cases where students have spent the time allocation on their homework and have still not completed the tasks, parents are encouraged to sign the diaries to indicate this.
- 3.13 Homework tasks must be differentiated in both content and length to be appropriate for the age and ability of the student.
- 3.14 Where homework is a written task, students should write 'H/W' in the margin to indicate this. Where coursework is involved, this procedure is not required.
- 3.15 Each subject teacher is responsible for setting constructive and appropriate homework, assessing it and ensuring that it is completed to the required standard. Written homework should be marked promptly and returned within a reasonable time with positive comments noting achievements and constructive feedback indicating strategies for improvement.
- 3.16 Where illness forces staff to be absent regularly, or there is an unforeseen long-term absence, it is the responsibility of the Head of Department to ensure that appropriate homework is still set.
- 3.17 Each Head of Department is responsible for monitoring and evaluating the quality of homework set within their department.
- 3.18 Key Homework activities should be incorporated into each subject's scheme of work and assessment criteria, and should form part of the continuous assessment of students' performance and progress.
- 3.19 Departmental detentions should be organised to cope with persistent non-completion of reasonable homework tasks.
- 3.20 Departmental homework policy should be consistent with this policy.

4.0 MONITORING AND REVIEW

- 4.1 The Vice Principal (Attainment and Curriculum) will report on the Policy to the Headteacher as appropriate.
- 4.2 The Headteacher will report to the Governors' Achievement and Standards Committee on any relevant aspects of the working of the Policy as appropriate.
- 4.3 The Governing Body will review the Policy every two years.