

Stoke Newington School & 6th Form

Homework Policy

Every student at Stoke Newington School has an entitlement to receive good quality homework that is appropriate to their needs. We believe homework is an essential part of students' learning.

The purpose of homework is to develop students' skills, independence, organisation and to raise standards by:

- Allowing practise and consolidation of class work
- Providing time to extend learning
- Improving students' attitude to learning
- Improving students' organisational and study skills
- Providing opportunities for individual work
- Providing information to parents
- Providing opportunities for parental support and cooperation
- Creating a channel for home-school dialogue
- Providing an opportunity to practise presentation skills

The nature, type and length of homework will vary according to the subject and the age of the student. Homework should form a meaningful and coherent part of the work of the school. **It is the responsibility of the Head of Department or Head of Faculty to establish homework policies within their areas of responsibility.** It is the responsibility of all staff to implement the Homework Policy. The Head of Department is responsible for monitoring the homework policy within their department and the Year Curriculum Co-ordinator for their year group.

Students will receive a variety of homework tasks. These may include:

- Specially prepared tasks that extend class work
- Learning or revision
- Research
- Practical exercises
- Long-term assignments or projects
- Working on a project (KS3) or coursework (KS4 and 5)

Expectations

At the beginning of each year, the homework timetable for the school will be published by the relevant member of the Senior Leadership Team. **Each subject will have at least one homework slot per week.** For all subjects that are taught each week, homework is expected to be set weekly. For all subjects that are taught fortnightly, homework is expected to be set fortnightly. This does not include Life Skills or PE. Significant homework should be planned into schemes of work and set consistently across a particular department. These should have success criteria and there should be exemplars of completed, annotated homework available for students and parents on the website to set high expectations and support learning.

If the homework is a project extending over this period, the homework should be set and written in planners at the start, for the length of the project.

Departments will provide guidance for parents on extension work for those pupils want to further extend their learning, information should be provided on the school's website.

- Year 7 students should expect to spend a minimum of 30 minutes per subject per week on homework.
- Year 8 students should expect to spend a minimum of 45 minutes per subject per week on homework.
- Year 9 students should expect to spend a minimum of 60 minutes per subject per week on homework.
- Year 10 / 11 students should expect to spend a minimum of 75 minutes per subject per week on homework.
- Year 12 / 13 students should expect to spend a minimum of five hours per subject per week on homework.

Each student will be provided with a diary at the beginning of each year. It is the responsibility of each student to record the homework set in their diaries and have their parents sign it each week. Tutors are responsible for teaching students how to use the diary and for monitoring its use. Tutors should check and sign the diary once a week.

Monitoring of Homework

The setting, completion and marking of feedback will be monitored by Heads of Department/Faculty and SLT. Formal monitoring by Heads of Department/Faculty will occur during calendared late starts where there will be a focus on a specific year group and teachers will be required to supply all books for the relevant cohort for monitoring. SLT will check a representative (including target group students) sample of books for the relevant year group. YCCs will check homework during calendared learning walks. Homework will also be checked during learning walks and observations. **The prime responsibility for the quality, completion and impact of homework rests with the class teacher and Head of Department or Faculty.**

Subject teachers should ensure that homework is always set according to the homework timetable. Adequate time should be given for explanation and for students to seek clarification as to what they are to do, and sufficient time must be allowed for recording the task accurately in their diaries. This should happen at the start of the lesson. Sufficient time should be given for its completion. It is the responsibility of the teacher to mark the homework in accordance with the school's marking policy and to give feedback to students about their progress. Work should always be returned to students within two weeks, normally within a week, and books/folders should go home so that parents can see the feedback. It is the responsibility of each teacher to reward good work and to apply sanctions as outlined in this policy when homework is not completed. After each progress check, Heads of Department/Faculty, YCCs and SLT will analyse the data and identify pupils who need support in completing homework.

Parents will be encouraged to discuss homework with their children and help them plan its completion on time. In most cases, the task should be completed on the date set. Parents will be asked to sign the diary once a week and write comments to the tutor to indicate areas of success and areas of concern. Whenever possible, parents should be encouraged to provide a suitable place, away from distractions, for their children to do homework. It is recognised that this is not always possible. The school will provide provision at lunch time and after school. This policy will be subject to regular review.

Homework Responsibilities

Students:

- Record the homework in diaries and plan the completion of homework
- Ask parents to sign their diary once a week
- Complete homework to the set deadlines to the best of their ability

- Talk to the teacher if help or advice is needed
- Go to homework club if a quiet place to work is needed

Parents:

- Help their children plan homework time
- Provide a suitable place for homework to be completed
- Sign the diary once a week
- Ensure that students complete the work set
- Ensure students spend an appropriate amount of time on the homework
- Check the school website / with school and be aware of when homework is set for their children
- Contact the teacher / tutor if there are any concerns

Teachers:

- Set appropriate homework according to the homework timetable
- Set appropriate homework according to the abilities of the students
- Ensure that students write the homework in their diary
- Mark homework using the school's marking policy/department policy and forward details of all tasks set to the HOD
- Apply rewards and sanctions as appropriate
- Keep a record of homework set
- Ensure books/folders go home so parents can see homework and feedback
- Monitor the completion of homework and follow up as appropriate

Tutors:

- Monitor and sign the diaries weekly, ensuring students are completing it
- Ensure all students have diaries and keep it in a good condition
- Let students know what facilities are available

Heads of Department:

- Ensure homework is planned into schemes of work with appropriate levels of challenge
- Ensure there is sufficient guidance (eg success criteria, exemplars) for pupils and parents
- Monitor rewards and sanctions for homework within their area
- Monitor and implement the homework policy and follow up where necessary
- Monitor the setting, quality and appropriateness of the homework within their areas of responsibility and follow up where necessary
- Produce homework information for the website and in the curriculum booklets for all key stages.
- Identify students who need support in completing homework and inform parents

YCCs:

- Monitor and implement the homework policy and follow up where necessary
- Monitor provision across the year (periodically) with Heads of Department and follow up where necessary
- Discuss ongoing concerns with relevant HODs, tutors and parents as appropriate
- Follow up parental concerns relevant to the year group
- Identify students who need support in completing homework and inform parents

Extended Schools Co-ordinator

- Provide a club after school and / or at lunchtime that allows for homework to be completed.

- Communicate and publicise the club to parents, staff and students.

Leadership Team:

- Construct the school homework timetable
- Support YCCs and HODs in monitoring homework across the school
- Follow up ongoing concerns with department and year teams and parents as appropriate
- Support staff and parents by providing strategies to improve the quality and completion of homework

Follow up

Where expectations fall to an unacceptable level it is essential that procedures are in place and followed, interventions and strategies are carried out and the process monitored to ensure expectations improve and continue to be met.

For homework completion - student issues:

Tutors

Initial issues with recording of homework, organisation, etc. - Detention / Call home / Alert YCC
 Persistent issues - Arrange interview with parents / YCC
 Continued persistent issues - Hand on to YCC

Teachers

Initial issues with completion, quality, etc. - Detention / Call home / Alert HoD
 Persistent issues - Arrange interview with parents / HoD
 Continued persistent issues - Hand on to HoD

Heads of Department / YCC

Initial issues - Arrange interview with student / on report / Contract
 Persistent issues - Contact other HoDs / YCC / arrange interview with parent / on report / Individual Behaviour plan / Contract
 Continued persistent issues - Hand on to SLT

SLT

Initial issues - interview with parent and YCC / Pastoral Support Programme
 Persistent Issues - Involve outside agencies
 Continued persistent issues - Interview with Headteacher / Contract

For homework setting / marking - staff / tutor issues:

Heads of Department / YCC

Initial issues - Arrange interview with staff and agree action points and review
 Persistent issues - Arrange interview with staff and Line manager and agree action points and review

Reviewed by Craig Hewitt, Assistant Headteacher, June 2013

Chair's Signature:

Name:

Date:

Policy review date: Summer 2016

