

BISHOP'S HATFIELD GIRLS' SCHOOL

HOMEWORK POLICY

Date of last review:	Summer Term 2015
Date of next review:	Summer Term 2018
School Based Policy	

HOMEWORK POLICY

Purpose

The aim of our homework policy is to promote learning beyond the school day as an essential part of good education. We believe that differentiated homework not only reinforces and extends classroom learning, it also helps young people to develop the skills and attitudes they need for successful lifelong learning. It should support the development of independent learning skills, including the habits of enquiry and investigation, and it should help to foster the role of parents and carers supporting their children's learning. We will make every effort to provide support with homework tasks and we recognise the importance of after school study support with access to resources.

Relationship to other policies

The policy refers to commitments made in the home-school agreement, and also relates to the document outlining Actions and Consequences.

Roles and responsibilities of the Headteacher, teachers, pupils and parents/carers

The **Headteacher** will ensure that homework is:

- an integral part of the curriculum and is planned and prepared alongside all other programmes of learning
- appropriate to the age, ability and circumstances of the pupils, taking into account any special educational needs
- coordinated in order to be manageable for children on a daily basis, taking into account that they may have out-of-school time commitments.

Heads of School will ensure that:

- pupils and parents are given a timetable for homework at the start of each academic year
- student planners are being used effectively for recording homework tasks

Teachers will ensure that:

- homework is set and marked in line with guidance and agreed standards as outlined for staff in the Marking Policy
- tasks are differentiated and well structured
- pupils understand the homework tasks

- it is clear to pupils how their homework consolidates and extends the work they are doing in school.

Pupils will:

- be required to record the homework tasks in their planners
- check they understand them
- demonstrate a commitment to spending the allocated time completing the tasks set
- return their work on time.

Parents/carers will:

- encourage and monitor homework, including checking and signing planners
- inform the school if an issue arises over non completion.

Arrangements for monitoring and evaluation

- Subject Leaders/Heads of Faculty will monitor homework by checking pupils' work and pupil planners
- On an annual basis, all Year 7 parents and pupils will be surveyed for their views on the effectiveness of the current practice
- Each Faculty will evaluate the views of pupils via the Learner Voice process

1. PROCEDURES FOR PUPILS

1.1 It is important that homework forms a meaningful and coherent part of the work for each subject, providing a logical and relevant extension to lessons.

1.2 All pupils will be expected to submit work on time, that is neatly and thoughtfully completed. If a pupil does not understand a task it is expected that they will seek the teacher's guidance and support well before the submission date. If a pupil has been unable to complete a homework by the time specified, for whatever reason, she should hand a letter of explanation from a parent/carer to the teacher or the parent/carer should telephone the school.

1.3 If a pupil finds it difficult to complete homework at home she should use the School Library, which is open until 4.30pm every day and provides the appropriate environment and resources needed.

1.4 If a pupil fails to submit homework or to meet deadlines she will be required to attend a homework referral and if this continues, contact will be made with a parent/carer expressing concern.

Key Stage Three

Within Key Stage 3 all year groups are expected to do homework. Each form has a homework timetable. Each pupil has a planner, in which she should neatly and accurately record the homework set and the date it is to be submitted. The planner should be brought to every lesson. If it is lost a new one should be purchased from the Head of Year. It should be taken home every evening for parents/carers to check weekly and to sign.

Each pupil will complete her homework timetable in her planner. This will give guidance as to the frequency and length of homework tasks for each subject (see Section 5).

In order to facilitate a smooth transition from primary school, Year 7 will follow a reduced homework timetable for the first three weeks of the Autumn Term. This is coordinated by the Head of School (KS3).

Key Stage Four

Pupils at Key Stage 4 will also be issued with a planner and be expected to use it in the same way as pupils at Key Stage 3. However, GCSE examinations and coursework requirements vary from one subject to another, making homework activities different in their demands on pupils.

Pupils have to meet various course deadlines throughout the year. A homework timetable is, therefore, essential at this level to prevent pupils from being overburdened and to help them plan their work effectively (see Section 5).

Key Stage Five

Post 16 courses impose greater demands than KS4 but there is also a need for more flexible approaches to homework. Students will not have homework timetables but will be expected to record homework set and to spend about five hours on homework per subject per week.

2. PROCEDURES FOR TEACHERS

2.1 Form tutors

Form Tutors should introduce and explain homework procedures and pupils should be given guidance on:

- How to record homework in the planner
- How to plan time in the evening around the homework timetable
- What to do if a task is not understood
- What to do if a pupil misses homework through absence
- What to do if there is little quiet or suitable accommodation at home
- How parents/carers might assist with homework

Form tutors should check homework planners weekly to ensure they are being properly used, kept neatly, with entries being clear and submission dates recorded. Parents/carers and Form tutors are expected to sign the planner weekly. If a pupil loses a planner another one should be bought by the pupil.

2.2 Heads of School

Heads of School are responsible for liaising with the Deputy Headteacher (Curriculum) to agree the homework timetable for their year groups. Heads of School should ensure information is sent home informing parents/carers about homework. Heads of School/Heads of Year may need to interview a pupil who is persistently not recording or completing homework across a range of subjects. They may also need to write home or to invite a parent/carer to school to discuss concerns.

Heads of School/Heads of Year also need to monitor regularly whether tutors are checking and signing homework planners and to consult with the appropriate Deputy Headteacher if there is persistent failure to do so.

2.3 Subject Teachers

Subject teachers should keep to the homework timetable when setting work. They should ensure that homework forms a coherent part of the lesson. A brief summary of the task should be displayed for every pupil to copy into their planners.

Subject teachers should keep a record of homework set and teachers should ensure all homework is completed. If a homework is not completed *Actions and Consequences* procedures should be followed.

2.4 Heads of Faculty

It is the responsibility of the Head of Faculty to monitor the quality, frequency and marking of homework set. Heads of Faculty may need to interview a pupil who is persistently not recording or completing homework within their faculty. They may need to write home or to invite a parent/carer to school to discuss concerns. The pupil concerned may also be placed on report for that subject. The Head of Faculty should liaise with the relevant Head of School to coordinate any action taken.

A Head of Faculty should consult with the Associate Deputy Headteacher responsible for Teaching and Learning if a teacher in their Faculty persistently fails to set, record or mark homework.

2.5 Senior Leadership Team

Line Managers should ensure that Heads of Faculty are monitoring the setting, recording and marking of homework.

3. PROCEDURES FOR PARENTS/CARERS

Parents/carers are asked to read and sign the Home-School Agreement to promote their commitment to their child's learning. They are encouraged to discuss homework with their child and to help her plan for its completion on time, using their copy of the homework timetable, which will have been sent home with an accompanying letter at the start of every academic year. Parents are asked to sign the planner weekly and to write in any comments they wish to make. If they are not satisfied with the amount set or its quality, they should contact the school office and request to speak to the relevant Head of Faculty or the Associate Deputy Headteacher (Teaching and Learning). Parents/carers should, where possible, try to provide a location, away from distractions, which is suitable for completing homework and offer what additional resources they can reasonably afford.

4. MONITORING AND EVALUATION

The process of monitoring the implementation of the policy has been referred to above. It will be reviewed by the end of each Summer Term by the designated Associate Deputy Headteacher (Teaching and Learning) with all colleagues. Heads of Faculty and Heads of School will have responsibility for monitoring the implementation of the policy on a regular basis.

Key Stage 3

	YEAR 7	YEAR 8	YEAR 9
English	2 x 30 mins	2 x 30 mins	2 x 45 mins
Maths	2 x 30 mins	2 x 30 mins	2 x 30 mins
Science	2 x 20 mins	2 x 20 mins	2 x 30 mins
Languages	4 x 20 mins	4 x 20 mins	4 x 30 mins
Humanities	2 x 30 mins		
Geography		1x 30 mins	1x 30 mins
History		1x 30 mins	1x 30 mins
RE		1x 30 mins	1x 30 mins
Art	1 x 20 mins	1 x 20 mins	1 x 30 mins
Design/Food	1 x 30 mins	1 x 30 mins	1 x 30 mins
TOTAL	5hrs 50 mins	6hrs 20 mins	8hrs
No. of slots	14	15	15

Where not specifically listed above, Drama, Music, PE, Computing, Library lessons, Science Practical Skills and Life Skills will set homework occasionally.

Key Stage 4

	YEAR 10 & 11
English	2 x 60 mins
Maths	2 x 45 mins
Triple Science	3 x 60 mins
Core and Additional Science	3 x 45 minutes
RS	2 x 45 mins
Option Subjects	2 x 45 mins or 3 x 30 mins per subject

Whilst not specifically listed above, ASDAN courses and Life Skills may set homework occasionally.

This gives a maximum **total time of 14 hours** depending on each pupil's individual curriculum.

Key Stage 5

For Years 12 and 13 each subject will be allocated 5 hours per week.

Year 7 Homework Timetable 2015 – 2016

	Monday	Tuesday	Wednesday	Thursday	Friday
7B	D&T/Food/Textiles* Maths (D ^{JHF} ,A,R ^{JP} ,W,I,N) Science (R,I,N)	Humanities ^{JR} Science (D,A,W) Spanish	D&T/Food/Textiles* English French Maths (D ^{JS} ,A,W,I,N) Science (I)	Art French Science (D,R,N)	English Humanities ^{SLM} Maths (R ^{CDD}) Science (A,W) Spanish Total: 5h50mins
7H	D&T/Food/Textiles* French Maths (D ^{JHF} ,A,R ^{JP} ,W,I,N) Science (R,I,N)	Humanities ^{VCL} Science (D,A,W) Spanish	D&T/Food/Textiles* English ^{MJC} Maths (D ^{JS} ,A,W,I,N) Science (I)	English ^{SJH} French Science (D,R,N)	Art Humanities ^{SLM} Maths (R ^{CDD}) Science (A,W) Spanish Total: 5h50mins
7G	D&T/Food/Textiles* French Maths (D ^{JHF} ,A,R ^{JP} ,W,I,N) Science (R,I,N)	German Humanities ^{MLJ} Science (D,A,W)	Art D&T/Food/Textiles* English ^{MJC} Maths (D ^{JS} ,A,W,I,N) Science (I)	French Humanities ^{JJG} Science (D,R,N)	English ^{ELW} German Maths (R ^{CDD}) Science (A,W) Total: 5h50mins
7S	D&T/Food/Textiles* French Maths (D ^{JHF} ,A,R ^{JP} ,W,I,N) Science (R,I,N)	English Humanities Science (D,A,W)	D&T/Food/Textiles* German Maths (D ^{JS} ,A,W,I,N) Science (I)	Art English French Humanities Science (D,R,N)	German Maths (R ^{CDD}) Science (A,W) Total: 5h50mins
7A	D&T/Food/Textiles* English ^{SMA} Maths (D ^{JHF} ,A,R ^{JP} ,W,I,N) Science (R,I,N)	French Humanities Science (D,A,W)	D&T/Food/Textiles* German Maths (D ^{JS} ,A,W,I,N) Science (I)	English ^{SJH} German Humanities Science (D,R,N)	Art French Maths (R ^{CDD}) Science (A,W) Total: 5h50mins

* You get one homework for D&T/Food/Textiles – check your timetable.

All homeworks are 20 minutes each, except D&T, Food, Textiles, English, Humanities and Maths which are 30 minutes each.

Creative Arts, Computing, Library, Science Practical Skills and Life Skills will set Homework occasionally.

Year 8 Homework Timetable 2015 - 2016

	Monday	Tuesday	Wednesday	Thursday	Friday
8B	English D French R German W,O Maths 1,4,5 ^{HF}	English WOR Geography German L Maths 2 ^{JSR} ,3 ^{SSH} Science FUNGI	English L,D French W,O,L German O,R,L RE Science F, I	Art French W German R History Maths 1,2 ^{JHF} ,3 ^{LW} ,4,5 ^{JP} Science U,N,G	D&T/Food/Textiles English WORL French O,R,L German W
8H	Art English D French R German W,O History Maths 1,4,5 ^{HF}	English WOR Geography German L Maths 2 ^{JSR} ,3 ^{SSH} Science FUNGI	English L,D French W,O,L German O,R,L Science F, I	French W German R Maths 1,2 ^{JHF} ,3 ^{LW} ,4,5 ^{JP} RE Science U,N,G	D&T/Food/Textiles English WORL French O,R,L German W
8G	English D French R German W,O Maths 1,4,5 ^{HF} D&T/Food/Textiles RE	English WOR Geography German L Maths 2 ^{JSR} ,3 ^{SSH} Science FUNGI	English L,D French W,O,L German O,R,L Science F, I	French W German R History Maths 1,2 ^{JHF} ,3 ^{LW} ,4,5 ^{JP} Science U,N,G	Art English WORL French O,R,L German W
8S	English D French R German W,O Maths 1,4,5 ^{HF} D&T/Food/Textiles	English WOR Geography German L Maths 2 ^{JSR} ,3 ^{SSH} Science FUNGI	English L,D French W,O,L German O,R,L Science F, I	Art French W German R Maths 1,2 ^{JHF} ,3 ^{LW} ,4,5 ^{JP} RE Science U,N,G	English WORL French O,R,L German W History

- ❖ Creative Arts, Computing, Library lessons, Science Practical Skills and Life Skills will set homework occasionally.
- ❖ Homework set for English, Maths, History, Geography and RE is 30 minutes per session.
- ❖ Homework set for all other subjects is 20 minutes per session.

Year 9 Homework Timetable 2015 – 2016

	Monday	Tuesday	Wednesday	Thursday	Friday
9B	English W,O,R,D French W,R,L Maths 1, 4,5 ^{JP} RE O,L,D Science FUNGI Spanish O	D&T/Food/Textiles English L French W,O Spanish R,L	English W,O,R,D French R,L History WORLD Maths 1,2,3,4 Spanish W,O	Art English L French O Geography WORLD RE W Spanish R,L	Maths 2,3,5 ^{HF} RE R Science FUNGI Spanish W
9H	English W,O,R,D French W,R,L Maths 1,4,5 ^{JP} RE O,L,D Science FUNGI Spanish O	D&T/Food/Textiles English L French W,O Spanish R,L	English W,O,R,D French R,L History WORLD Maths 1,2,3,4 Spanish W,O	Art English L French O Geography WORLD RE W Spanish R,L	Maths 2,3,5 ^{HF} RE R Science FUNGI Spanish W
9G	English W,O,R,D French W,R,L Maths 1,4,5 ^{JP} RE O,L,D Science FUNGI Spanish O	English L French W,O Spanish R,L	English W,O,R,D French R,L History WORLD Maths 1,2,3,4 Spanish W,O	English L French O Geography WORLD RE W Spanish R,L	Art D&T/Food/Textiles Maths 2,3,5 ^{HF} RE R Science FUNGI Spanish W
9S	English W,O,R,D French W,R,L Maths 1,4,5 ^{JP} RE O,L,D Science FUNGI Spanish O	English L French W,O Spanish R,L	English W,O,R,D French R,L History WORLD Maths 1,2,3,4 Spanish W,O	Art English L French O Geography WORLD RE W Spanish R,L	D&T/Food/Textiles Maths 2,3,5 ^{HF} RE R Science FUNGI Spanish W

- ❖ Life Skills, Computing and Creative Arts homework may be set occasionally.
- ❖ Homework set for English is 45 minutes per session.
- ❖ Homework set for all other subjects is 30 minutes per session.

YEAR 10 HOMEWORK TIMETABLE 2015 - 2016

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Option B (45 mins) RE - W, O, L & D (45 mins) English R & D (60 mins) Biology N (45 mins)	Option A (45 mins) Maths (all) (45 mins) English W, O & L (60 mins) Biology F & U (60 mins) Physics G (45 mins) Science I (1 hour)	Option C (45 mins) Option D (45 mins) English R & D (60 mins) Physics F & U (60 mins) Physics N (45 mins) Biology G (45 mins)	Option A (45 mins) Option B (45 mins) English W, O & L (60 mins) RE R (45 mins) Chemistry F & U (60 mins) Chemistry N & G (45 mins) Science I (1 hour)	Option C (45 mins) Option D (45 mins) RE W, O & R (45 mins) Maths (all) (45 mins)

* COPE and Life Skills homework will be set occasionally.

* RE homework for W, O and R will all be set in the lesson, but two homework slots are allocated to allow for extra time.

Option Blocks

A Tues 1 & 2, Thurs 4	B Mon 3 & 4, Thurs 6	C Weds 5 & 6, Fri 3	D Weds 4, Fri 1 & 2
Art & Design Catering Geography German History Music Support	French German Graphics Health and Social Care BTEC Physical Education Support	Drama Geography Graphics History Health and Social Care BTEC Support	French Geography History

WORLD English Teachers

W	Miss Haseler	R	Mrs Watt	D	Mrs Caldwell and Ms Medley
O	Mrs Anderson	L	Miss Herlock and Mrs Woollatt		

YEAR 11 HOMEWORK TIMETABLE 2015 - 2016

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Maths (all) (45 mins) English L (60 mins) Chemistry F & U (60 mins) Chemistry N (45 mins) Biology G (45 mins) RE Short Course - W & O (45 mins) Science I (1 hour)	Option B (45 mins) Option C (45 mins) English W, O & R (60 mins) RE R & D (45 mins)	Option A (45 mins) Option D (45 mins) English L & D (60 mins)	Option A (45 mins) Option B (45 mins) Maths (all) (45 mins) Physics F& U (60 mins) Physics N (45 mins) Chemistry G (45 mins) Science I (1 hour)	Option C (45 mins) Option D (45 mins) English W, O, R & D (60 mins) Biology F & U (60 mins) Biology N & G (45 mins) RE W, O, R & L (45 mins)

* COPE and Life Skills homework will be set occasionally.

* RE homework for W, O and R will all be set in the lesson, but two homework slots are allocated to allow for extra time.

Option Blocks

A Weds 3, Thurs 1 & 2	B Tues 3 & 4, Thurs 5	C Tues 5 & 6, Fri 4	D Weds 1 & 2, Fri 6
Drama French Geography Graphics Health and Social Care BTEC Textiles Support	Catering German Graphics History Music Support	Art & Design French German History Physical Education	Geography History COPE

WORLD English Teachers

W	Miss Herlock	R	Mrs Anderson	D	Miss Haseler
O	Mrs Watt	L	Ms Medley		

