

# **BISHOP'S HATFIELD GIRLS' SCHOOL**

## **HOMEWORK POLICY**

<b>Date of last review:</b>	<b>Summer Term 2021</b>
<b>Date of next review:</b>	<b>Summer Term 2024</b>
<b>School Based Policy</b>	

## **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. This policy should also be read in conjunction with the Teaching and Learning Policy and the Marking Policy.

### **Roles and responsibilities of the Headteacher, senior leaders, 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.

The **SLT member with responsibility for homework** 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, with adequate explanation and support given so pupils can attempt and complete work independently.
- 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
- Homework referrals will be recorded and data provided to Curriculum Leaders to support the analysis of any patterns regarding homework completion
- Homework will form one of the four 'effort grades' reported in the school Tracking Reports
- 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, they should hand a letter of explanation from a parent/carer to the teacher or the parent/carer should telephone/email the school.
- 1.3. If a pupil finds it difficult to complete homework at home they should use the School Library, which is open until 4.30pm every day and provides the appropriate environment and resources needed. Alternatively, they can attend the daily Homework support club run by Learning Support.
- 1.4. If a pupil fails to submit homework or to meet deadlines they will be required to attend a lunchtime homework referral. An email message will be sent home on that day via Go4Schools informing parents of the referral.

### **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 their homework timetable in their planner. This will give guidance as to the frequency and length of homework tasks for each subject (Homework timetables for each year group are available on the school website).

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 member of SLT with responsibility for homework.

### **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 over-burdened and to help them plan their work effectively.

## **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.

## **PROCEDURES FOR TEACHERS**

### **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.

### **Senior Leadership Team/HoY**

Relevant members of SLT are responsible for agreeing the homework timetable for each year group. They should ensure information is sent home informing parents/carers about homework. 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.

SLT/Heads of Year also need to monitor regularly whether tutors are checking and signing homework planners.

### **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. The Google Classroom is also a very useful platform for the setting of homework tasks.

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.

### **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 their Line Manager if a teacher in their Faculty persistently fails to set, record or mark homework.

### **Senior Leadership Team**

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

### **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 member of SLT with responsibility for homework. 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.

## MONITORING AND EVALUATION

The process of monitoring the implementation of the policy has been referred to above. SLT, Heads of Faculty and Heads of Year 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 45 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
Food	1 x 30 mins	1 x 30 mins	1 x 30 mins
TOTAL	5hrs 50 mins	6hrs 20 mins	8hrs 30 mins
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 40 mins
Maths	2 x 45 mins
Triple Science	3 x 45 mins
Combined Science	3 x 30 minutes
Option Subjects	1 x 40 mins and 1 x 30 mins per subject

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

This gives a maximum **total time of 9 hours 45 minutes** depending on each pupil's individual curriculum.

### Key Stage 5

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