



Hope Academy

A joint Catholic & Church of England Academy

HOMWORK POLICY

Mission Statement:

“A community of learners of all ages from the local area committed to mutual service where each person can flourish, be their best and work for the common good to the glory of God and his creation.”

APPROVED			
REVIEW DATE			
SIGNED PRINCIPAL		PRINT NAME	
SIGNED CHAIR OF GOVERNORS		PRINT NAME	

HOMEWORK

It is Academy policy to set homework. The purpose of homework is to reinforce, develop and establish concepts and skills taught in lessons.

At Key Stage 3, two or three homeworks will be set per evening. Students should spend approximately 30 minutes on each homework per evening, therefore a student should spend between 1 hour to 1 ½ hours per evening doing homework.

At Key Stage 4 the number of subjects per night varies depending on option groups. At least 3 subjects will be set on any one night. Students should be spending about 2 hours each evening in Year 10 and in Year 11 build up to 3 hours each evening towards the end of the GCSE courses.

At Key Stage 5 there will be a total of 6 hours homework per subject per week. It is recommended that students do at least two hours homework per subject per session as shown on the homework timetable.

TEACHERS' RESPONSIBILITIES:

1. Setting, collecting, marking and recording progress in accordance with subject Area, Faculty and Academy policies
2. Keeping accurate personal records in Teacher Planner.
3. Ensuring that all students record homework accurately in their planners.
4. Homework tasks should have been considered and planned in advance of the lesson, in line with schemes of work. Homework tasks should be related to subject programmes of study and "finishing off" class work should be avoided wherever possible.
5. Homework tasks should be clearly explained to the class and homework should not be set in a rush at the end of the lesson.
6. The teacher must mark homework within two weeks of the homework being handed in and preferably before. The homework should be marked in accordance with the Academy Marking Policy and the teacher should provide feedback/targets in sufficient detail to enable the student to improve.
7. Teachers should set homework according to the homework timetable to avoid students being "overloaded" with work.
8. Ensure students who require additional learning support have homework written in their planner in accordance with their IEPs.
9. Ensure students write "homework" as a heading at the start of each piece of work completed as homework.

STUDENTS' RESPONSIBILITIES:

1. To write "homework" as a heading at the start of each piece of work completed as homework.
2. To ask staff if homework is not clear - attend homework support sessions if needed in subject area.
3. To complete planners accurately. No spaces should be left blank: 'teacher absent'/'not set' should be used.
4. Undertaking all homework tasks to the best of his/her ability.
5. To submit homework at the specified times.
6. If no homework is set, students should use the time in a useful and sensible way, e.g. revision, reading, re-drafting work.

7. Each subject area provides an opportunity for students having difficulty with homework tasks or in meeting the deadline to consult a subject specialist in a study support session. Details of these sessions are published once every term in the Academy magazine. It is the student's responsibility to seek help if required.

PARENTS' RESPONSIBILITIES:

1. To ensure that students undertake all tasks as recorded in their planners and to sign planners ready for the Form Tutor to check.
2. To inform the Form Tutor when students have had difficulty completing homework e.g. owing to family circumstances.

FORM TUTORS' RESPONSIBILITIES:

To check and initial all Student Planners once a week during Tutor time. The subject which should be set each night for that week should be written in advance.

PROCEDURES TO BE FOLLOWED IF STUDENT FAILS TO SUBMIT HOMEWORK

Failure to submit homework will result in disciplinary action as outlined in the 'Discipline for Learning' policy.

SUBJECT LEADERS' RESPONSIBILITIES:

Checking that Teachers and Form Tutors within their subject area are following the procedures on the previous page. Subject Leaders need to keep a monitoring file as evidence that this is being checked regularly.

MONITORING AND EVALUATION PROCEDURES

Marking and Feedback

During monitoring of learning observations and in line with the Academy appraisal procedure whilst performing a lesson observation, the observer will check both the timing and nature of homework feedback. The observer will check that homework has been marked in line with the Academy marking policy, that the duration between the date homework was set and the date it is marked is reasonable and that the teacher has provided appropriate feedback to enable the student to improve. Action to improve the timing and nature of homework feedback will be taken as a result of discussion and agreement between Subject Leaders and the Senior Leadership Team.