

Sir Harry Smith Community College

HOMEWORK POLICY

Consultation Process	
Senior Management Team	18 th June 2012
Curriculum Managers' Meeting	
Governors' Curriculum and Standards Committee	

PRINCIPLES

Well designed homework will play a valuable part in a student's education. It offers opportunities for work which is independent of the teacher. Homework tasks will exploit materials, new technologies and sources of information which are not always accessible in the classroom. Homework will take many forms and is an essential complement to the work done in lessons. It is relevant to all KS3, KS4 and KS5 courses and plays a vital part in enhancing students' learning, reinforcing what it is done in the classroom, encouraging them to take increased responsibility for achieving their goals and increasing their chances of success.

PURPOSE

Homework is set to provide students with opportunities to:

- Extend, develop and practise what was learned in class.
- Prepare for work in class.
- Acquire the ability, confidence and organisational skills to work independently.
- Work at their own pace and ability level, particularly in tackling longer term projects.
- Make use of resources and new technologies outside of the College.
- Strengthen College-home links in the learning process.
- Revise and reinforce skills and knowledge learnt in the class work.

Homework also helps the teacher to:

- Check that students understand class work.
- Assess students' potential necessary for reviews and examination entry.

Homework will take many different forms including: planning, preparing, revising, learning, reading, speaking, designing, drawing, collecting, re-drafting, improving, researching information and written tasks to consolidate or extend learning.

Some homework tasks will be specific short term tasks related to the topic at that time and others will contribute to longer term tasks such as projects, portfolios of work and coursework.

FACILITIES AND RESOURCES

The College will provide learning resources, including library facilities during the school day and after school so that students can access resources and suitable conditions for doing homework. Students have access to computers, the internet and the college intranet (an area where students work is saved and subject support materials are stored).

The college runs a homework club which takes place after college three days a week. A member of staff will be there to supervise and help students with homework tasks.

The student planner is the means by which homework is recorded by the students and monitored by the teachers, the tutor and parents.

PRACTICE

It is expected that all teachers set homework for their classes and that it is of an appropriate level and length for the students concerned. Guidelines will be given by the curriculum area. Some curriculum areas i.e. KS3 Drama, KS3 PE may not set homework. Some other practical areas will set homework at the appropriate part of the project i.e. Technology, Food Technology, ICT, Art and Music.

As a general rule:

- KS3 classes should be given between 30 minutes and 45 minutes of homework per subject per week.
- KS4 classes should be given between 45 minutes and 60 minutes of homework per subject per week.
- KS5 should have a minimum of 3 hours of homework per subject per week, plus an additional two hours of private study per subject per week

Wherever possible, students should be given a regular day on which homework is issued so that they can plan their time accordingly. Students should be given several days to complete the homework but no less than 48 hours.

If a class is split between two or more teachers they should arrange between themselves who is responsible for setting and marking of homework. The Curriculum Manager should be aware of the arrangement.

RESPONSIBILITIES

The student is responsible for:

- Recording all homework tasks in the student planner
- Recording the completion deadline.
- Completing the work set to the best of his/her ability.
- Handing the completed work in on time.

The parent is responsible for:

- Providing a suitable place for their son/daughter to do his/her homework.
- Checking and signing the student planner to see what homework is set.
- Encouraging the student to complete the homework on time.
- Contacting the College via the tutor or subject teacher if there are any concerns.

The teacher is responsible for:

- Setting regular and appropriate homework according to the College and curriculum area policies.
- Ensuring that homework is properly recorded in the student planner.
- Setting a date for completion.
- Marking the homework and giving helpful and constructive comments alongside the assessment stamp.
- Returning the marked work within two weeks of taking it in. If this is a problem students should be informed of when it will be returned.
- Promoting the homework club and learning resources area to help support students.
- Taking appropriate action to sanction students who fail to complete homework including contacting parents.

The Curriculum Manager is responsible for:

- Ensuring that colleagues are aware of both the College and curriculum area policies.
- Monitoring that all staff set and mark homework and taking appropriate action if this is found not to be the case.
- Monitoring that the homework set is appropriate for specific classes and individuals.
- Checking homework is set and completed by students when scrutinising student work.
- Asking students about their homework when undertaking student interviews.
- Responding to parents who raise concerns about homework issues.

The tutor is responsible for:

- Issuing tutees with a student planner and ensuring it is used and replaced when lost.
- Checking student planners regularly to see if homework is being set and responding to any concerns from parents about homework.
- Contacting parents if homework completion or missed deadlines become an issue with a tutee.
- Contacting subject teachers if a student or parent has issues that cause problems with regards to homework.

The Year Leader is responsible for:

- Ensuring all tutors check and monitor the use of the student planner.
- Following up serious homework issues passed to them by the tutor including contacting parents.

The Deputy Principal with responsibility for homework along with the SLT is responsible for:

- Overseeing the monitoring of homework and its marking by the Curriculum Manager who will provide quality assurance evidence. The setting and marking of homework across the College will be monitored regularly by checking student planners during tutor time, lesson observations, and liaising with Curriculum Managers about homework issues that arise.
- Discussing homework with students when focus groups are interviewed.
- Providing facilities and resources within the College to help students complete their homework.