



# Serlby Park Academy

## Homework Policy

*Setting standards for success*

Date of Last Review/update:	January 2017
Reviewed by:	WR
Date of next Review:	January 2018

## *Rationale*

"Homework is not an optional extra, but an essential part of a good education." - 1999 *White Paper, Excellence in Schools*

Homework is work that should be completed outside the timetabled curriculum. It contains an element of independent study that is not usually directly supervised by a teacher and it is important in raising student achievement.

Not all homework is done at home: for some pupils who find it hard to work at home, or for some tasks which may require resources (books, software and equipment) more readily available at academy, it is necessary or desirable to carry out the task at the Academy.

Research tells us that homework enhances pupil learning, improves achievement and develops pupils' study skills as an integral part of the curriculum, requiring careful planning and integration into the schemes of work in each curriculum area.

## Aims

Homework enables pupils to:

- consolidate and extend work covered in class or prepare for new learning activities.
- access resources not available in the classroom.
- develop research skills.
- have an opportunity for independent work.
- show progress and understanding.
- provide feedback in the evaluation of teaching.
- enhance their study skills e.g. planning, time management and self-discipline.
- take ownership and responsibility for learning.
- engage parental co-operation and support.
- create channels for home academy dialogue.

## Departmental Homework Policy

All departments have a homework policy, detailing:

- When homework will be set.
- How much homework should be set.
- The types of homework used.
- The place of homework in the scheme of work.
- The sanctions for unsatisfactory work.
- How and by whom homework will be monitored.

Departmental Development Plans may include homework as an area for action. It is good practice to have regular homework 'workshops' at department meetings to evaluate, create and enhance specific homework tasks.

**Expectations: How much and by whom?**

At Primary the following homework is set weekly. Times and amounts will vary according to the activity, ability and age of the children.

## Reading

On a daily basis- at least 10-15 minutes for Reception, Year 1 and Year 2. At least 15-30 minutes for Year 3, Year 4, Year 5 and Year 6. This will be recorded in pupils' reading/homework diaries and monitored by members of staff.

**Spellings** (Look, say, cover, write, check) and **number facts** such as times tables and number bonds will be given as appropriate to the age and ability of the children.

All children will receive weekly **literacy** and/or **numeracy** homework in Years 1-6 linked to work in the classroom or children's individual targets.

As and when appropriate, children will be asked to complete activities relating to their topic work, such as research or work based around other curricular areas for example geography and history.

## Creative Homework

In addition, all children (Reception-Y6), will be set a termly 'project' based around the key stage topic. Parents and children will be encouraged to work together and produce work in a variety of formats such as models, written work, drawings, computing etc. The outcomes will be shared and celebrated in school, within classes and across year groups and on the school website.

At Secondary the following homework is set on a weekly basis. Times and amounts will vary according to the activity but will roughly follow these guidelines:

<b>Key Stage 3</b>	<b>Time per week</b>	
<b>Subject</b>	<b>Year 7</b>	<b>Year 8</b>
English	45 mins	45 mins
Maths	45 mins	45 mins
Science	45 mins	45 mins
Geography	30 mins	30 mins
History	30 mins	30 mins
MFL	30 mins	30 mins

**ICT, Technology, and Expressive Arts homework will be set as necessary.**

<b>Key Stage 4</b>	<b>Time per week</b>		
<b>Subject</b>	<b>Year 9</b>	<b>Year 10</b>	<b>Year 11</b>
English	60 mins	75 mins	75 mins
Maths	60 mins	75 mins	75 mins
Science	60mins	75 mins	75 mins
Option Subjects will have per subject as appropriate	45 mins	45 mins	45 mins

<b>Key Stage 5</b>	<b>Time per week</b>	
<b>Subject</b>	<b>Year 12</b>	<b>Year 13</b>
Independent/extra reading around subject area (outside of the classroom)	4 hours	4 hours

Homework can be:

- Independent learning
- Consolidation of work in class
- Practice - learning by doing
- Completion of course work assignments
- Research
- Reading
- Interviews
- Drawing
- Using ICT
- Recording

Sanctions

### Primary

Children in Primary are encouraged and motivated to complete homework in a variety of ways. For example stickers, reward points, peer celebration. Parents are encouraged to support their children and are regularly informed of the work set, through the use of homework diaries. Homework at Primary level is highly valued, but is not compulsory and therefore no formal sanctions will be used if work is not completed. Homework will be discussed with parents at consultations and teachers will share concerns where homework is not being completed.

Homework may also be assigned to individual children when it is felt a child really needs to make up work through absence or needs extra practice in a specific area of work.

### Secondary

Before homework is set, teachers should ensure the tasks meet the pupil's needs. If this is so and homework is not completed, then sanctions should be used. Teachers may receive support from their Head of Department and if necessary SLT. The sanctions follow a stepped process as indicated:

1. **Class teacher** - discussion with pupil, inform parents and give detention if necessary, pink slip to Head of Department.
2. **Head of Department** – to receive and log pink slip from staff member, discussion with referred pupil and inform parents and pupil and give a detention if necessary. If a pupil gains a number of pink slips over a period of time HOD is to inform HOY so a possible round robin can be carried out to gain more information, although it remains the Head of Departments responsibility.
3. **Tutors** - Weekly monitoring of planners identifies pupils with homework problems across several curriculum areas. Heads of Year should be informed. Head of Year discusses with pupil, applies sanction or support where appropriate in liaison with HOD.

Incentives

High quality homework and a good work ethos should be sensitively praised in class.

Where appropriate, homework should be included in display work. House points for achievement and sustained effort may be awarded for good homework. For exceptional pieces of homework, a department letter or postcard may be sent home.

## Responsibilities

### The role of the pupil

- To listen to homework instructions in class.
- To copy down instructions for the task and deadline date into the homework diary.
- To ensure that homework is completed and handed in to meet the deadline.
- To attempt all work and give their best.
- To inform the class teacher of any difficulties, before it is due to be handed in.

### The role of the Form Tutor

- To include homework in pupil mentoring where appropriate.
- To see that homework is being set and recorded.
- To check that the diary is being signed by the parent/guardian.
- To note and respond to any comments written in diaries by parents.

### The role of the Class Teacher

The class teacher controls the direction of homework and the nature of tasks undertaken. The teacher will:

- set homework according to the timetable.
- provide the stimulus.
- give full and comprehensive instructions.
- set deadlines for completed work and ensure that they are met.
- mark and return all homework promptly.
- provide help and support.
- inform the Head of Department, as appropriate, when problems arise.

### The role of the department Director of Learning & Subject Leader

1. To seek to enhance the quality of homework set.
2. To monitor and evaluate homework policy within their curriculum area.

### The Assistant Principal's to liaise to:

**Provide staff, pupils and parents with the necessary homework documentation.**

1. To develop classroom practice to enhance homework across the secondary phase at SPA..
2. To review annually the academy homework policy.
3. To monitor and evaluate the academy homework policy.

### The role of the Parents

The role of the parent is crucial if a child is to gain success from homework. To reinforce its value through positive feedback will give students the confidence to persevere, work hard and reach high standards of achievement.

Parents can assist by:

- providing a table, chair and a quiet place to work.
- discussing with the student when homework is to be done as a student's free play is important too.
- checking the time spent on individual tasks.

- ensuring that outside clubs do not hamper a child's quality of work and put a child under undue pressure.
- checking presentation and content of all homework being returned to the Academy.
- signing the homework diary each week.
- providing the Academy with information about any problems through the student diary or by contacting the academy directly.

## Monitoring

### Structure



### Pupils

Homework diaries will be checked by:

- class teacher
- form tutor (weekly)
- Heads of Year (every half term by tutor group)
- Assistant Principals (sampled termly) Primary and Secondary

### Subject Staff

- will keep a record of homework tasks as part of a lesson plan.
- make the record available to the Department Director/Subject Leader when requested.

### Subject Leaders

- will sample homework records.
- will look at examples of homework and talk to pupils and staff according to monitoring programme using homework monitoring criteria.
- will evaluate and update action plan.

### Assistant Principal / Head of Primary – QA

- will sample homework records through department review.
- will sample examples of work and talk to pupils according to monitoring programme.
- will review Academy policy annually.

## Approval by the Education Advisory Board and Review Date

This policy has been formally approved and adopted by the Education Advisory Board at a formally convened meeting

Policy approved: \_\_\_\_\_

(Chair of Education Advisory Board)

Date: \_\_\_\_\_

Date of Policy review: \_\_\_\_\_