

# Exmouth Community College



## HOMEWORK POLICY

| <b>Policy Details</b>      | <b>Date</b>          |
|----------------------------|----------------------|
| Policy Written             | Graham Allen         |
| Policy ratified by         | Curriculum Committee |
| Policy agreed by governors | 03.07.18 (FGB)       |
| Review Cycle               | Annual               |
| Policy Review date         | Summer 1 2019        |

The College believes that Homework is an important factor in the educational development of its students.

Homework contributes to the curriculum by:

- reinforcing what has been taught in lessons
- helping students develop perseverance
- linking prior and current learning
- preparing students for future work
- encouraging students to modify and redraft work
- encouraging students to take pride in their learning
- teaching students to use resources independently
- helping students develop time management skills (e.g by meeting deadlines)

Homework contributes to outstanding teaching when:

- tasks set are regular and appropriate
- tasks set consolidate learning
- it demonstrates high expectations
- it promotes high levels of resilience
- constructive feedback is given and acted upon
- it promotes basic cross curricular skills such as literacy

## **Content**

All students should be set homework tasks once a week per subject. This should be differentiated within departments to reflect students' needs and ability. Homework tasks should be entered onto the Class Charts programme for students, parents and carers to refer to.

Tasks will include learning, reading, web-based activities (e.g My Maths), written tasks, research and preparing presentations. All research tasks should be clearly defined with guidance for the student. The library is able to offer support in planning or delivering these tasks.

Suggested Homework tasks should feature in Departmental Schemes of Work and marking will follow the agreed guidelines (see Marking Principles)

The following guidelines are given in the Parent Guide:

|               |  |
|---------------|--|
| Year 7        | approximately 30 minutes per subject     |
| Year 8        | approximately 40 minutes per subject     |
| Year 9        | between 45 and 60 minutes per subject    |
| Years 10 / 11 | approximately 60 minutes per subject     |
| Post 16       | minimum of 60 minutes per lesson taught. |

## **Recording**

Homework should be recorded in the Homework Diary with details of the date set, the date due and a description of the task. Students should be made aware that the homework is available on Class Charts.

All homework should be entered on Class Charts as a record of what Homework has been set. Teachers should record outcomes for students.

## **Homework Support**

College facilities are available to help students with Homework

Homework Support for Key Stage 3 students is every day (except Friday) between 3:00pm and 4:00pm in the Green Close Library.

The ICT centre on Gipsy Lane is open every day (except Friday) from 3:00pm to 4:00pm.

## **Non completion of Homework**

Staff use SIMS to record non-completion of homework in line with the chart in Appendix 1. When a student moves to Homework 3, parents are notified by letter that their child will be placed on a homework report for between 3 to 5 weeks depending on the subject. If the report is successful the child is removed from the report and parents are notified; if unsuccessful the Homework Coordinator contacts parents and invites them in to agree an individual action plan, to resolve the issue. Heads of Year are consulted at this stage. Any further homework issues with the child will be forwarded on to the appropriate Deputy Principals and Principal (See Appendix 1)

The SIMS recording system allows all staff to record missed Homework on a student's behaviour record and Heads of Year, Heads of Departments and SLT are able to monitor homework closely.

### **Summary of Responsibilities**

**Ensuring that Homework is effective is the shared responsibility of students, staff and parents.**

#### **The student should:**

- record Homework in the Homework Diary.
- complete Homework to the best of his/her ability.
- submit Homework on time.
- bring a note from the parent/carer if there is a valid reason why Homework has not been completed.
- check Class Charts regularly

#### **The Subject Teacher should:**

- set differentiated, relevant and purposeful Homework tasks.
- record homework tasks using the Class Charts programme.
- ensure sufficient time is allocated in the lesson for students to record Homework in the Homework diary.
- mark Homework regularly in line with 'Marking Principles'.
- correct grammar, accuracy and spelling at a level appropriate to the needs and ability of the student. Students should be asked to make appropriate corrections.
- follow procedures for the non-completion of Homework and log appropriately.

#### **The Tutor should:**

- monitor the use of the Homework Diary.
- support students with advice on study skills.
- discuss any indications of problems with Homework.
- sign the Homework Diary weekly.

#### **The Head of Department should:**

- ensure the implementation of this policy, monitor the provision and quality of Homework and oversee the 'No Homework' system in their subject.

#### **The Head of Year should:**

- use the data available to monitor non-completion of Homework across the Year group and address issues through tutorial and assembly time, involving parents where necessary.

#### **SLT should:**

- ensure the implementation of this policy and monitor the provision and quality of Homework in their link Departments/Year teams
- use the data available to monitor non-completion of Homework across their Departments/ Year groups and support instances of No Homework.





**The Parent/Carer should:**

- oversee their child's study to ensure Homework is completed on time and to a good standard.
- check and sign the homework diary weekly.
- check Class Charts regularly
- help their child balance Homework and social commitments.
- provide a note of explanation if their child is unable to do the homework.
- contact the appropriate member of staff if they have concerns over their child's Homework.

This policy should be read in conjunction with the Equality Policy. No one will unlawfully be disadvantaged on the grounds of age, race or ethnicity, disability, gender and marital status, gender identity, sexual orientation, religion or belief under the operation of this policy.

This policy is also compliant with General Data Protection Regulation.

## No Homework Flow Chart

| Level | Student  | Teacher  | Intervention  | Outcome  |
|-------|--|--|---|--|
| 1     | Fails to hand in homework or homework not completed to a satisfactory standard                   | Logs - No Homework<br><b>1</b>   | <b>Teacher</b> asks student to submit it at a later date or re-do homework to improve the standard. <i>Note or stamp made in their Homework Diary.</i><br><b>HW Coordinator</b><br>Email sent home notifying behaviour incident.  | <b>Student</b> hands in homework to a satisfactory standard<br><br>Issue resolved  |
|       |  |    |   | Student fails to hand in homework  |
| 2     | Fails to hand in homework for a second time or homework not completed to a satisfactory standard | Logs - No Homework<br><b>2</b>   | <b>KS Coordinator / HOD / SLT Either:-</b> <ul style="list-style-type: none"> <li>▪ talk to student</li> <li>▪ phone home</li> </ul> <b>SLT detention Letter and Text sent home.</b><br><br>(see Departmental homework policies for sanctions)<br><b>HW Coordinator</b><br>Invites student to Homework intervention club.   | <b>Student</b> completes and hands in homework to a satisfactory standard<br><br>Issue resolved  |
|       |  |   |   | <b>Student</b> still fails to hand in homework   |
| 3     | Fails to hand in homework for a third time or homework not completed to a satisfactory standard  | Logs - No Homework<br><b>3</b>   | <b>HW Coordinator</b> instigates Homework Report using SIMs report system and letter sent home. <b>Teacher</b> completes Electronic Report card.<br><br><i>(Letter 1 – On Homework report)</i>  | <b>Student</b> hands in homework<br><br>Issue resolved<br><br>Letter home:<br><i>(Letter 2 – Satisfactory outcome / Praise postcards)</i>      |
|       |  |  |   | <b>Student</b> fails the homework report   |
| 4     |  | Homework Coordinator<br>Logs - No Homework<br><b>4</b>                               | <b>Homework Coordinator</b> invites Parent with student to a meeting to discuss this serious matter. Individual packages are then put in place, this can include arrangements with REACH / Study Centre (KS4) or Homework Club (KS3) for student to complete homework and extension of the Homework Report for a further 2-3 weeks<br><br><i>(Letter 3 – Unsatisfactory report)</i> | <b>Student</b> has a successful extended report<br><br>Issue resolved<br><br>Letter home:<br><i>(Letter 4 – Satisfactory extension report)</i> |
|       |  |  |   | Student fails the extended homework report   |
| 5     |  | <b>Principal</b><br><b>5</b>   | Parent and student meet with the <b>Deputy Principals or Principal</b> . Paper trail of evidence provided by Teacher, HoD /HoY and Homework Coordinator   | <b>Principal's</b> decision regarding future outcome.  |

**Students failing to complete homework will be requested to attend homework support sessions with their teacher and/or Head of Department.**