



Exmouth
Community
College
Academy Trust

HOMEWORK POLICY

Policy Details	Date
Written by	David Holt / Graham Allen
Reviewed by	Lisa Malton
Ratified by	Curriculum Committee
Date agreed by Governors	21.11.23
Review Cycle	Annual
Review date	Autumn 2 2024

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 and learning when:

- tasks set are regular and appropriate
- tasks set consolidate learning
- it demonstrates high expectations
- it promotes high levels of independence and resilience
- constructive feedback is given and acted upon where appropriate
- 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.

Since September 2021 the homework set for all key stage 3 and 4 students is associated with the prepared Knowledge Organisers. Students will be encouraged to self-quiz, develop their understanding and ability to memorise, retrieve and apply their learning in lessons, tests, assessments and examinations.

Other tasks, particularly in Key Stage 4 may also be set including learning, reading, web-based activities (e.g. Mathswatch), written tasks, research, preparing presentations and completing examination questions. 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, such as Knowledge Organiser self quizzing, should feature in Departmental curriculum documentation 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	minimum 60 minutes per subject
Post 16	minimum of 60 minutes per lesson taught.

Recording

Homework will be set on Class Charts for both student and parent/carer awareness.

All homework should be entered on Class Charts, providing a record of what Homework has been set and by the expected due date. Teachers should record outcomes for students.

Homework Support

College facilities are available to help students with Homework.

Homework Study Support for Key Stage 3 students takes place on a Monday, Tuesday, Wednesday and Thursday evening in the 500 IT rooms on Gipsy Lane site. The session runs between 3:00pm and 4:15pm. Parents and Carers can request a place for their child by contacting Mrs Hunter, KS3 Homework Co-ordinator. homework.support@exmouthcollege.devon.sch.uk

Homework Study Support for Key Stage 4 students is run via drop in sessions. Students can go to the 500 IT rooms on Gipsy Lane, open Monday to Thursday from 3:00pm to 4:15pm.

Students can request support from their Subject Teacher and this may be provided by the Teacher or centrally by the Subject Team, during lunch or after College.

Non completion of Homework

If homework is not handed in on time, teachers have a discussion with the student to remove all barriers and ensure they can complete it. They may also need to talk to parents/carers if required.

24 hours is given to complete the homework and hand it in. Should the student not hand it in after the 24 hours, then the 'No HW button' on Class Charts will be used. Should a student receive three no homeworks they will be given an after College detention. In addition, when the 'No HW button' is used, it will send an email to the parent/carer through Class Charts to inform them that their child has not completed homework. Therefore, care should be taken when using this button and ensure the above process has been followed before using it. *This process is under review as part of the wider College behaviour review.*

Should a student forget to have their book signed or something of that nature which does not result in handing in a piece of homework, a 'Not Prepared' negative is more appropriate and will only carry 1 point and therefore will not result in an immediate detention.

If you do issue a 'No HW negative', please add a short comment when issuing so parents/carers can see why it has been issued.

Summary of Responsibilities

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

The student should:

- monitor Class Charts to be aware of homework set and due dates
- 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.

The Subject Teacher should:

- primarily set differentiated, Knowledge Organiser based self-quizzing tasks (see KO staff guidance documentation).
- set additional relevant and appropriate tasks, as mentioned above (content).
- inform students in the lesson that they have homework set on Class Charts for their attention.
- not mark Knowledge Organiser Homework.
- mark additional Homework tasks, as appropriate, in line with 'Marking Principles'.
- praise students for completion and monitor impact through progress in learning.
- 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 (see Appendix A)

The Tutor should:

- monitor the homework that is set and completed on Class Charts
- support students with advice on study skills and how to use their Knowledge Organisers effectively (see KO staff guidance documentation)
- monitor completion of Knowledge Organiser Homework in the student's Knowledge Organiser workbook.
- ensure their tutees have access to their remote learning at home, or ensure that Knowledge Organisers and other key learning resources are made available as hard copies where possible.
- discuss any indications of problems with Homework.

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 Knowledge Organiser workbook weekly
- check Class Charts weekly to support your child's homework completion by the due dates.
- help their child balance Homework and social commitments.
- provide a note of explanation if their child is unable to do the homework. This explanation should be written in the Student Planner.
- contact the appropriate member of staff or tutor 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.

HOMEWORK FLOW CHART

STAGE	Student	Teacher	Intervention	Outcome
1	Fails to hand in homework or homework not completed to a satisfactory standard	First warning to completed the homework and hand it in the following day (24hrs given)	Teacher asks student to submit it the following day or re-do homework to improve the standard. <i>Note or stamp made in their Student Planner.</i>	Student hands in homework to a satisfactory standard 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	Log - No Homework on Class Charts	<p>If a student receives three No Homework, they are placed into the RTL detention system after school the following day for one hour.</p> <p>Teacher/ KS Coordinator / Subject Leader Either:-</p> <ul style="list-style-type: none"> • <i>talk to student</i> • <i>phone home</i> <p>RTL detention email sent home.</p> <p><i>HW Coordinator</i> <i>Invites student to Homework intervention club.</i></p>	Student completes and hands in homework to a satisfactory standard Issue resolved