



## Department Homework Policy

Lead Person : Deputy Head – 14-19  
Governing Body Committee : Full Governors

Homework is an essential element in the educational policy of the school. As well as being of inestimable benefit to pupils, it also comprises a key factor in parents' expectations of grammar school education.

Each pupil is provided with a homework timetable / homework allocation. This is, in itself, an expression of school and departmental policy. Homework should, therefore, be set as stated, it should be designed to occupy the pupil outside of lessons for the time allocated, and it should be collected promptly, assessed, marked, recorded and returned to pupils promptly (one week maximum).

Members of the teaching staff will wish to plan for the regular setting of homework, in the same way that they plan lesson material. Homework may take a variety of forms :

- Traditional written task, e.g. descriptive / creative piece, essay, answering of set questions, ongoing research, draft or a final piece of coursework, poem.
- Reading in preparation for next lesson.
- Preparation for individual / group presentation
- Linked to an IT software task, e.g. SAMs
- Practice of a skill, e.g. physical (practical subjects), oral (languages).

In the case of extended coursework or project work, there must obviously be a degree of flexibility which is not altogether appropriate to rules governing conventional homework. However, the expectation should be that a pupil will devote to such work that amount of time regularly available within the homework timetable and they will be helped if staff set short term coursework deadlines. Pupils should thus be encouraged to afford equal importance in terms of time to the range of subjects.

Teaching staff should ensure that sufficient time is allowed in the lesson for the copying down of homework details. These need to be recorded in the students' planner, ideally on the due date to encourage students to 'plan ahead'.

Time allocated per subject per week : (minimum)

	Year 7	Year 8 / 9	Year 10 / 11	Year 12	Year 13			
English } Maths } Science }	40 minutes	45 minutes	1 hour per subject	3 hours per subject	5 hours per subject			
History } Geography } French } German } IT } DT }	30 minutes	35 minutes						
Music } Drama } Art } PE }	20 minutes	25 minutes						
PSHE } L2L }	10 minutes	10 minutes						
TOTAL	6 hours 40 minutes	7 hours 45 minutes				8 – 11 hours	12 hours	15 hours

#### Homework timetable

Year 7 students will have a homework timetable which will be published at the beginning of year, which staff are requested to adhere to. The school wishes to establish a routine for students new to the school.

From Year 8 onwards the school wishes to adopt a more flexible approach to the setting of homework which relates to the different learning styles associated with different subject areas and individual circumstances of each class. Some subjects may therefore set 1 piece of homework for the allocated amount of time, others may set 2 / 3 shorter pieces of homework which will add up to the allocated period of time. Similarly, rather than set a class a homework because of a pre-determined timetable that is unrelated to what has been taught, the teacher can choose the appropriate time during the week to set the homework related to the learning process.

#### Homework / Marking Guidelines

- Students should write homework in their planners on the set date and the due date. This should encourage forward planning by students and provide 'clarity' for teachers if a student claims homework overload!
- There should be a minimum of 48 hours to complete the homework, unless there are unusual circumstances, e.g. 2 lessons a fortnight both on consecutive days.
- Any homework undertaken in exercise books needs to be clearly identified by students, e.g. titled 'Homework', underlined and dated.
- Marking should take place within 48 hours or by next lesson if simply 'acknowledgement marking', or within one week if in-depth marking. The school Marking Policy should be adhered to and the marking should be dated by the teacher on completion.

## Failure by students to complete homework

- Teacher gives 24 hours extended deadline (optional).
- Teacher places student in Homework Detention. This is written in student planner, the HOD informed and entered into the Homework Detention log by the teacher.
- Detention is for 30 minutes
- Failure to attend results in HOD on detention duty issuing new detention the following night and placing a 'reminder slip' in the student's register to be read out the following morning by the student's tutor.
- Failure to attend 2<sup>nd</sup> detention results in HOD on detention duty issuing a School Detention for 48 hours later. This allows time for the PLP letter (sent by the HOD on detention duty) to reach parents and provide adequate notice.

NB : students should be encouraged to use the detention time to complete homework or other subject related work.

In the event of parental enquiry about homework for a specific subject this should normally be referred, in the first instance, to the Teacher. The enquiry may then be referred to the Head of Department if necessary. In the event of an enquiry about homework in a variety of subjects or in general, this should normally be referred to the HOY in the first instance. The enquiry may then be referred to the Deputy Head KS3 / Deputy Head KS4/5 if necessary.

Reviewed by SV / SLT : September 2009

Approved by Governors : October 2009