



Tamworth Enterprise College

Homework Policy

Adopted and ratified by the Governing Body of on:	March 2014
Policy to be reviewed on:	March 2016 Currently under review
As defined by the AET Governance and Accountability Framework (ARCI)	AET Board
Responsibility	SLT

Policy content

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1. POLICY STATEMENT

1.1 It is the policy of the Academy to set homework for all pupils on a regular basis. Homework is a valuable aspect of the learning process and contributes to the development of sound study habits. Homework may take the form of a variety of tasks, not always written, and will serve a range of purposes, the main one being to reinforce and extend the learning objectives of a lesson. These include:

1.1.1 Practising skills covered or introduced in class and demonstrating understanding of them;

1.1.2 Encouraging independent learning habits and fostering responsible attitudes;

1.1.3 Preparing for future work in lessons;

1.1.4 Extending the range of available resources e.g. using books and information at home and in libraries, and asking other people.

2. ROLES AND RESPONSIBILITIES

2.1 It is the responsibility of the **Governing Body** to establish a policy and procedure for homework and to monitor the effects of the procedure.

2.2 It is the responsibility of **the Principal** to ensure that arrangements are made to set homework which will fulfil the policy statement and support pupils' learning.

2.3 It is the responsibility of all **staff** to familiarise themselves, and comply, with this policy and procedure in accordance with relevant professional standards.

3. MONITORING AND REVIEW

3.1 The Senior Leader responsible for the leadership of Teaching and Learning will report on the Policy to the Principal as appropriate.

3.2 The Principal will report to the Governing Body on any relevant aspects of the working of the Policy as appropriate.

3.3 The Governing Body will review the Policy every two years or more often if necessary.

4. PROCEDURES

4.1 Amount of homework

4.1.1 For the start of each academy year, the heads of department will prepare a 'homework pattern' for each year group, to ensure that homework is distributed as evenly as possible throughout the week.

4.1.2 A copy of the homework policy will be reviewed and uploaded onto the parents pages on the Academy website.

4.1.3 Time allocations per homework increase from Year 7 to Year 11. The duration is expected to be:

Years 7 and 8	30 minutes per homework set for each subject	2 - 3 subjects per night
Year 9	30-45 minutes per homework set for each subject	2 - 3 subjects per night
Years 10 and 11	45 minutes per homework set for each subject (this is a guideline only as some course tasks may require more time)	2 - 3 subjects per night

4.2 Recording homework and homework diaries

4.2.1 Homework diaries are issued to all pupils in Years 7 and 8, and individual action planners are issued to pupils in Years 9, 10 and 11.

4.2.2 Subject teachers should write homework onto the whiteboard, allowing sufficient time and opportunity for students to note the details in their planner before the end of the lesson. Subject teachers should also ensure that all pupils note down their homework before leaving the room

4.2.3 The use of the diaries will be checked and signed on a weekly basis by form tutors and parents/carers. The aim is to establish regular practice through which pupils learn to be responsible for their own recording of work set.

4.2.4 If homework set is not recorded satisfactorily in homework diaries, the form tutor will address this during the weekly check and will correct the situation, making written comments in the homework diary for the pupil's/parents' benefit. If the problem persists, it should be referred to the pupil's form tutor who will take appropriate action to remedy the situation. In serious cases, the problem will be referred to the appropriate Head of House.

4.2.5 If a student planner is lost, defaced or damaged, the pupil will be expected to pay for a new one.

4.3 Problems completing homework

4.3.1 Where pupils are experiencing difficulties with homework, the subject teacher

should address the issues and, if appropriate, encourage them to attend the homework workshops run by the Learning Support Department and the Personal Learning Centre.

4.3.2 Where pupils attempt to complete homework but find they are unable to do so, parents/carers should indicate this in the student planner.

4.3.3 In cases where pupils have spent the time allocation on their homework and have still not completed the tasks, parents are encouraged to sign the planners to indicate this.

4.3.4 Departmental detentions should be organised to cope with persistent non-completion of reasonable homework tasks. The detention form slips will enable Heads of Department, form tutors and Heads of House to see individual pupils who are not complying with homework requirements and inform parents as necessary. A standard letter is available to send to parents.

4.4 Setting homework

4.4.1 Homework tasks must be differentiated in both content and length to be appropriate for the age and ability of the pupil. Where pupils are asked to complete work started in lessons, it must be a worthwhile activity and not a short 'finishing off' task.

4.4.2 Where homework is a written task, pupils should write 'H/W' in the margin to indicate this. Where coursework is involved, this procedure is not required.

4.4.3 Each subject teacher is responsible for setting constructive and appropriate homework, assessing it and ensuring that it is completed to the required standard.

4.4.4 Homework activities should be incorporated into each subject's scheme of work and assessment criteria, and should form part of the continuous assessment of pupils' performance and progress.

4.4.5 Where illness forces staff to be absent regularly, or there is an unforeseen long-term absence, homework must still be set.

4.5 Marking homework

4.5.1 Written homework should be marked promptly and returned within a reasonable time. Positive feedback to pupils should be the objective, with comments assuming as much importance as the grade or mark given.

4.5.2 Students given a learning homework should be tested, in appropriate ways, soon after it has been set.

4.5.3 Where homework has not reached the required standard, pupils should be told to re-present it.

4.4 Monitoring homework

4.4.1 Form tutors should monitor the amount of homework being set and refer problems to the Heads of House.

4.4.2 Each Head of Department is responsible for monitoring and evaluating the homework set at departmental level.

4.4.3 The Senior Leadership Team will make random checks of homework diaries for pupils in Years 7-11 as part of the book check procedure.

4.4.4 Where it is identified that homework is not being set on a regular basis by a member of staff, the Senior Leadership 'Link' person should inform the Head of Department, who should deal with the matter and report back immediately.

Departmental homework policy should be consistent with this policy.

