



Homework Policy Polisi Gwaith Cartref

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1 Introduction

Homework is set by subject teachers to:

- help students develop a positive approach to independent learning
- strengthen classwork
- develop skills and understanding
- encourage students to organise their time and plan ahead

2 Guidelines

Homework tasks should be related to the work going on in the classroom, for example:

- Reading and research
- Preparing presentations, e.g. written, graphic, verbal presentations
- Collecting and organising notes and information
- Writing notes and essays
- Discussing and answering questions
- Responding to a brief, task or situation
- Completing worksheets
- Learning factual information, vocabulary or notes

It is important that homework is interesting and relevant. A variety of tasks keeps students interested and develops a range of skills. Every subject is different and the homework tasks should reflect this. Open ended and/or differentiated tasks avoid inequalities and allow students to work to the best of their ability. Some homework tasks may be set on Moodle.

There should be a regular routine for setting, collecting and commenting on the students' work. At times the nature of a subject may make it inappropriate to set homework tasks from time to time, if this is the case the student should use their planner to record '*no homework set*', with the date and the subject name.

3 Organisation

The student planner is used to record homework tasks and help students to organise their work. Parents / carers are asked to sign the student planner every week and note any comments for the tutor to read. The tutor should check and sign the student planners every week and report any concerns to the Learning Director.

The homework timetable ensures that there is a fair distribution of work throughout the week. Teachers are expected to keep to the homework timetable to help students plan how to use their time. We suggest that students spend the following time on their homework:

- Key Stage 3 15 minutes of reading per day (English homework) and
 Between 20 and 30 minutes for all other subjects
- Key Stage 4 Between 30 and 40 minutes for each subject
- Post 16 Between 5 and 6 hours per week for each subject.

4 Study Club

The Study Club in the Library is open daily from 8.30am, at breaks and lunchtimes and from 3.30pm to 4.00pm. ICT facilities are available in the Library to help students to complete homework tasks with the support of the Library Assistant.

5 Responsibilities

Student

- Remember to bring the planner to every lesson
- Record homework tasks accurately, noting what needs to be done and by when
- Complete the homework promptly and to the best of their ability
- Show the planner to their parents / carers and sign every week.

Subject Teacher

- Set homework regularly in accordance with the homework timetable
- Keep to the subject area and whole school homework policies
- Make sure that students use their planner to record details of homework tasks and support for those who find recording tasks difficult.
- Include homework in the lesson plan, with sufficient time for setting the task
- Make sure that all students understand the homework and know the date for completion
- Check completed work and give positive feedback, including a grade if appropriate.
- Follow up students who do not complete homework promptly, according to subject area policies. This may be by a comment in the planner, a detention or letter to parents. In some subject areas teachers work together to support students who do not complete their homework. This is good practice.
- Encourage students to make good use of opportunities to complete work at home
- Pass any concerns to the Head of Subject or Head of Curriculum Area

Tutor

- Check student planners regularly to see that work is recorded tidily and tasks are complete
- Ensure that parents and carers check and sign the planner every week
- Pass any concerns to the Head of Learning / Director of Key Stage

Learning Director / Director of Key Stage

- Monitor the use of planners
- Follow up concerns with subject teachers, parents and carers as appropriate

Head of Subject / Head of Curriculum Area

- Provide leadership and advice on homework, through policies and schemes of work
- Monitor subject teachers and students to check consistency and quality of homework

Parent / Carer

- Support children by taking an interest in their homework and student planner
- Provide a suitable place and atmosphere for their child to work at home.
- Contact the Learning Director / Director of Key Stage to discuss any problems or concerns.