

## **QEHS: Homework Policy**

### **The purpose of Homework**

Homework can be defined as any work done outside the timetabled curriculum. Homework is important in helping to raise achievement and enables our students to:

1. develop good learning habits and become successful, independent and responsible learners
2. develop confidence, self discipline and time management skills
3. consolidate and extend work covered in class
4. prepare for new learning
5. involve their parents or carers more fully in their learning

### **Expectations: How much homework will be set?**

It is important that there is a proper structure for homework so that students can plan their learning, do not have to work to unreasonable deadlines, and are not overburdened with homework tasks from all of their subjects at the same time.

Each curriculum area will set a certain amount of homework each week (overleaf). There may be some variation to this depending on the nature of the work being set and the need for students to prepare for vocabulary tests (in languages) or other class tests/assessments/coursework.

Longer homework tasks (particularly coursework) requiring more than a week to complete may be set by departments but, where this is the case, departments will break the task down into manageable, weekly stages to help students to plan effectively, support those who struggle to meet deadlines, and not overburden students with too much work at once.

### Key Stage 3 (Year 9)

Students will receive between 60 and 90 minutes homework each day as follows

Subject	Approximate Time	When Set?
Maths	1 hour per week	The exact timing of this homework will be determined by class timetables and through discussion with curriculum leaders. Students will be notified at the beginning of the year
English	1 hour per week	
Science	1 hour per week	
Technology, History, Art, Drama, 2 <sup>nd</sup> Lang	1 X 1 hour per fortnight	Q Band Week 2 / E Band week 1 (to be completed for the following week)
Geography, RE, Music, French	1 X 1 hour per fortnight	Q Band Week 1 / E Band Week 2 (to be completed for the following week)

### Key Stage 4 (Years 10 and 11)

Students will receive between 90 and 120 minutes homework each day as follows

Subject	Approximate Time	When Set?
Maths	2 hours per week	The exact timing of this homework will be determined by class timetables and through discussion with curriculum leaders. Students will be notified at the beginning of the year
English	2 hours per week	
Science	2 hours per week	
Up to 4 option subjects	1 hour per week per subject	

### Key Stage 5 (Years 12 and 13)

Students will receive between 2 and 4 hours homework each day as follows

Subject	Approximate Time	When Set?
Up to 4 option subjects	Up to 5 hours per week per subject	The expectation is that there will be some homework set at the end of most lessons

## **Nature of Homework**

Not all homework will be written work. Students may be asked to do some reading, to carry out research or an investigation, to produce a piece of display work, to prepare for the next lesson or to complete work on-line. Homework may be marked by the class teacher, self or peer assessed, externally assessed (in the case of coursework), marked on-line, or simply checked for completion (e.g. when students are preparing for a discussion). There will be a balance of assessment methods throughout the year.

Homework must be suitable and differentiated so that it matches the ability of students and they are able to complete the task independently.

Class teachers/departments may make provision for students to complete homework tasks in school after 3.20pm (homework clubs, coursework clinics etc). The Learning Resource Centre and IS department play a crucial role in supporting students' with their homework.

## **How will homework be recorded?**

Each homework task (even those tasks in which students need to complete unfinished work or prepare for the next lesson) will be explicitly recorded by students in their planner. This is to ensure that they have a record of the work that has been set and can plan accordingly. Subject teachers will ensure that students record homework tasks whenever set. Form tutors, curriculum leaders and senior staff will use student planners to monitor homework completion. Homework plans for each term will be available for each subject on-line.

## **Rewards and Sanctions**

Homework should be marked/assessed in line with departmental policy. Praise should be given for good work. This may take the form of STARS, positive comments in planners, work being displayed or letters of praise being sent home.

Whatever the nature of the homework task, subject teachers will make a record of its completion. This will help inform internal monitoring reports. A range of sanctions may be used when homework has not been completed:

1. Subject teacher – discussion with student, agree alternative deadline, note in planner, detention (or return to department to complete work missed), referral to curriculum leader (for persistent non-completion)
2. Curriculum Leader – discussion with student, note in planner, departmental detention, letter home (after consultation with LGC)
3. Form Tutor – responsible for monitoring planners and identifying non-completion of homework across a number of subjects. Discussion and negotiation with student and/or referral to LGC
4. LGC – Discussion with student, contact with parents, LGC detention, liaison with curriculum leaders/subject teachers, referral to Key Stage 3/4 or Key Stage 5 co-ordinator
5. Key Stage Co-ordinator – for those students who regularly fail to complete homework tasks despite interventions from teachers, curriculum leaders, form tutors and LGCs, and despite contact home, a meeting will be set up with the Key Stage Co-ordinator and parents/carers.

## **Monitoring**

### **Subject teachers will:**

1. Keep a record of all homework set in line with departmental schemes of work and ensure that homework matches the ability of students
2. Mark or assess work in line with the department policy
3. Reward students or, where appropriate impose sanctions for non-completion
4. Keep a record of homework completion and, where appropriate, marks

### **Curriculum Leaders will:**

1. Ensure that schemes of work include appropriate homework tasks

2. Support subject teachers when students are referred for good work or non-completion
3. Sample homework records/books/student planners to ensure that the nature of work set is appropriate and that work is assessed in line with departmental policy
4. Include homework as a topic for student panels/evaluation

**The Deputy Head (curriculum) & Senior Leadership Team will:**

1. Sample homework records/books/student planners to ensure that the nature of work set and assessment is appropriate and that students are completing work
2. Review and (if appropriate) amend the homework policy annually and ensure that governors are informed

25<sup>th</sup> February 2009