



‘Achievement for All’

# ST JOSEPH’S BOYS’ SCHOOL

## HOMework POLICY

Reviewed \_\_\_\_\_ Date: \_\_\_\_\_

Agreed SMT MMCE Date: 7 April 2020  
Principal

Agreed BOG Sudheer Datta Date: 25 May 2020

Next Review Date \_\_\_\_\_

*‘I can do all things through him who strengthens me. – Philippians 4:13’*



## ST. JOSEPH'S BOYS' SCHOOL

### HOMEWORK POLICY

Member of Staff responsible: Mr P Kealey (VP)

#### Section 1. Principles

**The key to the successful delivery of the school policy on homework is the need for the pupil, parent/carer and school to work in partnership.**

- 1.1 Homework can be defined as “an activity relevant to the school learning curriculum which is completed outside subject time and is the responsibility of the student”.
- 1.2 Homework is able to generate a variety of worthwhile learning experiences in addition to those provided in school. The purposes of homework are many and varied and include:
  - an extension of the time available to a subject
  - as an extension of class work e.g. - finishing of work
    - reinforcing classwork
    - practising skills learnt in class
  - to enhance the quality and level of achievement
  - to provide independent work - a free-standing unit/piece of work
    - the ability to work on one's own
  - give the opportunity for research
  - to allow time for coursework
  - to allow drafting and redrafting
  - to permit target setting and achieving targets
  - to enhance study skills e.g. - time management
    - prioritising etc.
  - to enable access to external sources of information
  - to reinforce a pupil's responsibility (and ownership) for their own learning
  - to give parents opportunity to help/assist
  - as a form of assessment
  - to reinforce core skills
  - to provide evidence for the evaluation of teaching
  - to provide information for parents e.g. - on lesson content
    - progress
  - to give time for revision and learning
  - to prepare for a test or examination work

- 1.3 Homework is best provided within a flexible inclusive framework which takes into account age, ability, any additional needs or personal circumstances and other demands on pupil's time.
- 1.4 Homework which demonstrates a clear link with classwork or the demands of such things as examination coursework will enable students to relate the work to their own development and learning.
- 1.5 A pattern of regular homework and study at home encourages students to adopt the habit of private study and develops the ability to work on their own without the immediate assistance of a teacher. Study skills allow for the consolidation and extension of work done at school. The school seeks to promote the 'study' ethos amongst students so that, even if homework is not set students see the benefit to be gained from extra work.
- 1.6 The success of homework is more closely related to quality rather than quantity of the work set.
- 1.7 Each member of the above partnership can work with the others to overcome any problems that arise.

## **Section 2. Rights and Responsibilities**

### **2.1 Students**

#### **Rights**

- to** have homework set which is relevant and appropriate (taking into account age, ability etc.)
- to** have homework checked and marked within a reasonable timeframe
- to** be given homework and recorded appropriately

#### **Responsibilities**

- to** record homework
- to** complete homework
- to** organise time effectively
- to** plan work to meet deadlines
- to** hand work in on time at the given place
- to** ask parents to monitor the child's homework in conjunction with the school
- to** use the homework time available for further study where possible hence making full use of available time
- to** make sure they understand the task set
- to** utilise school facilities and homework clubs to assist successful completion across all subjects

### **2.2 Staff**

#### **Rights**

- to** have set homework completed on time/handed in at appropriate place
- for** homework to be completed to an acceptable standard
- to** be supported by parents/carers who will support pupils in completion of all homework across all subject areas

### **Responsibilities**

- to** set appropriate homework to as agreed with each departmental homework policy and the type of course being followed.
- for** Head of Year / form teachers to contact parents/carers if there are recurrent concerns and to report positive progress for each pupil
- to** monitor homework through the form work/form period lesson and SIMS
- to** monitor homework and ensure it is marked as appropriate and following departmental policies
- to** give clear understandable instructions
- to** inform students and parents of the coursework requirements so that they can work together for each examination subject
- to** plan the workload to ensure effective delivery

## 2.3 **Parents/Carers**

### **Rights**

- to** have homework set for their child which is relevant and appropriate (taking into account age, ability etc.)
- to** have their child's homework marked as appropriate
- to** be given a homework diary or access the schools agreed homework recording process
- to** be informed of recurrent problems as soon as possible
- to** be informed of standards
- to** be supported to assist pupils achieve their educational potential

### **Responsibilities**

- to** take an interest in their child's homework
- to** check homework and monitor that homework's are completed
- to** support teachers by making sure homework is completed
- to** encourage further study. All students are following KS3, GCSE, Vocational or A level courses. There is always some work that a child can complete e.g. revision, coursework, further reading etc.
- to** contact form teacher/head of year if there are recurrent problems
- to** endeavour to provide a suitable learning environment for home study and where appropriate give encouragement and guidance on homework.

## **Section 3. Organisation**

The effective delivery of this policy, which will lead to students being fully involved in relevant and challenging homework and hence effective learning, will depend on the academic and pastoral systems of the school. It is in these areas that the evidence of the policy in action will be found and monitored.

### **3.1 Homework Organisation**

- a) Homework will be required to be set as appropriate on a regular basis. At certain times of the year and in some subjects there will be

project/coursework/subject tasks which could take the place of a number of 'homeworks' from one week to half a term.

### 3.2 **Controlled assessment / OCN / BTEC / PT / and other similar courses (C/W)**

- a) Most examination courses set out requirements for students to complete controlled assessment exercises as a compulsory part of the course. Clear guidance will be provided on this from teaching staff, with formal aspects only able to be completed in class.
- b) Most controlled assessment requires preparatory work over an extended period of time, this requires high levels of motivation and encouragement in order for pupils to meet deadlines etc.
- c) **An annual timetable at departmental level for GCSE controlled assessment will be given to the pupil. This will ensure that pupils and parents/carers have the opportunity to plan and complete tasks with appropriate guidance from teaching staff.** Coursework will be monitored by subject teachers who will intervene at an early stage should problems arise and will observe for progress against agreed timeframes.
- d) Some courses are solely school based and will not have a homework element.
- e) **Ensure the Examinations guidance (for controlled assessment and student portfolios) is followed appropriately as outlined in the school's Examination Policy. Homework Diaries – current recording procedure. This procedure will be reviewed during the current academic year 19-20.**
  - a) All students in the school will be issued with a homework diary each year. This will allow for brief notes of the work set and can be used as a planning tool.
  - b) Teachers will be required to help their groups record the homework appropriately.
  - c) Form Teachers, Heads of Year, and members of SMT will be required to check pupil's diaries on a regular basis.
  - d) Parents will be required to check and sign diaries each week to indicate they are aware of the homework set and completed.
  - e) The homework diary can be used as a prompt vehicle for communication to and from parents by both subject and year group staff.

### 3.3 **Departmental Homework Check List**

In order to support the overall school homework policy every department will have a policy statement on homework. This policy statement should set out the following:-

- the objectives of homework
- the types of homework to be set which could include:
  - to complete exercises/tasks started in class
  - to give further practice on a task
  - to extend work done in class
  - to research new topics
  - to reinforce subject knowledge
  - to develop particular study skills
  - to check on students' progress or other assessment
  - to complete coursework for examinations/other long term work
  - to revise and learn work off-by-heart
  - to prepare for a test or examination
- the methods to be used for marking – **Common Marking Policy**
- the arrangements for notification of form teacher/Head of Year of problems concerning students
- the arrangements for letters to parents/carers and departmental detentions
- the arrangements for the review of the setting and marking of the department's homework
- the arrangements for setting and monitoring controlled assessment including the verification of origin.

### 3.4 **Homework Checklist**

The pastoral system has the role of co-ordinating the learning and academic progress of individual students. The teacher is the person in the school best placed to help the student with such study skills as planning of homework, prioritising, time management, revision skills and so on. The day-to-day contact with students together with the weekly check and signing of diaries is a vital component of the success of all pupils and the school as a learning community.

### 3.6 **Sanctions**

The following procedures are available at the discretion of teachers for students not completing homework/coursework in a satisfactory manner.

These sanctions may include the following processes but will always take into account a pupil's personal circumstances or particular and identified needs.

- Verbal warning on first occasion homework not done / record made if problems persist
- If problems arise from a number of subjects, the form teacher / Head of Year / Heads of School will write to parents/or request a meeting with parents
- If no change in situation regarding completion of homework, then a letter from SMT / interview with member of SMT

It must **not** be the case that parents find out about problems with homework late in the year.

### 3.7 **Other Arrangements**

Environments for study including completing homework at home can sometimes present challenges for the successful completion of homework and hence can take the focus away from academic tasks being completed in a timely fashion and for given deadlines. In order to support students in their efforts to complete homework and to provide the resources that they might need the following strategies will be used.

- a) **School Library/Independent Learning Areas**  
The library and ICT facilities are open at the end of the school day. These are places where homework might be completed.
- b) School home work club (3.15pm until 5.00pm) – Monday to Thursday with home transport provided
- c) **Revision Clubs**  
A number of departments will operate revision clubs in the weeks preceding external exams. (Easter Revision Club).
- d) Departmental revision classes after school

#### **Section 4. Monitoring and Evaluation**

Monitoring of departmental homework, its setting and marking – Heads of Department.

Monitoring of Form Teacher checking of homework – Heads of Year / SMT

Monitoring of student homework:

- a) by checking of student exercise books – Subject Teacher / FT / Yr Heads / HOD
- b) by checking of student homework diaries – FT / Year Heads / HOS/ HOD / SMT
- c) attitudes etc. via occasional surveys/student voice interviews.
- d) Parents to check homework diaries on a weekly basis to monitor homework recording, completion and any communications from subject teachers. Parents should sign homework diary on a weekly basis.

#### **Section 5. Policy Review**

All monitoring and review will be in relation to established policies, practices, roles and responsibilities.

Whole school evaluation will be ongoing throughout the year and a focused evaluation of homework procedures using ISEF tool and will be facilitated in June of each academic year.

This policy will then be reviewed bi-annually by Curriculum Development Team and SMT.

This policy was agreed on \_\_\_\_\_. It will take effect from \_\_\_\_\_ and will be reviewed two years hence