



# WILLIAM ELLIS SCHOOL

## Homework Policy

### DOCUMENT CONTROL

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## **Homework Policy**

This document should be read in conjunction with the school's teaching, learning and assessment policy and any relevant LaSWAP policies relating to homework.

### **Rationale**

Well designed and clearly set work beyond the classroom plays a valuable part in a student's education. It provides opportunities to develop study skills and independent learning. It allows students to practice, consolidate and extend their skills and understanding. It may encourage students to access and exploit resources which are not easily accessible in the course of a normal classroom lesson. It ensures that students are constantly encouraged to review their work and revise.

### **The amount, type and frequency appropriate for different groups of students**

A wide range of homework tasks are shown below. This list is not exhaustive.

- one or more exercises from a textbook or worksheet
- an essay; creative or factual
- a worksheet with guided questions
- a research activity, involving use of the internet or reference books
- an extended project designed to be completed over a number of weeks
- work to prepare for controlled assessment (Key Stage 4 and Year 9 Languages) and practice in speaking, listening (or watching a TV programme)
- reading
- learning for a test
- review of a section of work
- a practical task

Again, just as students must show progression in lessons, tasks must allow them to show progression and have clear success criteria. For every task clear deadlines and dates for completion must be set and communicated to the students.

The school will give each boy and his parents/carers a timetable for homework, which it is expected that teachers will adhere to wherever possible. The school website will also feature a as to how many homework tasks boys can expect in a two week cycle for most subjects or half-termly where an extended piece of work is involved.

### **Feedback to students**

This will take place as quickly as possible but a maximum of two weeks after the work is handed in. Students must know the marks/grades they have attained where appropriate and work which is of an unacceptable standard must be returned for completion to an acceptable level.

Students should also be aware of the progress made and be given specific advice on how they can improve further. It should be remembered that progress will be measured

### **Differentiation and support**

Many students face genuine difficulties in understanding the tasks set for them and in, many cases, completing their work. Departments must ensure that tasks and materials are appropriately differentiated

and that students genuinely understand the demands of tasks asked of them and are given appropriate support to complete them. Equally, students should be set work that provides sufficient challenge for them to make progress in their learning. This means that homework should be differentiated using the same methods and rationale that teachers would use to differentiate classwork. Where students receive additional and different support from the SEND department, support from TAs should be sought in planning and differentiating the homework.

### **Monitoring of Homework**

- All **students** receive a School Planner at the start of each academic year in which all homework/coursework should be recorded.
- Planners should be signed by **parents** at the end of each week to indicate that they are aware of the homework that has been set. We ask parents to look at their sons' books on a regular basis and make a note in the planner if they are concerned.
- **Form Tutors** will check and sign planners regularly once a week, to ensure that all students are recording homework. They will raise any concerns with the Head of Year, following their own, first intervention e.g. a discussion with the pupil or contact with parents.
- **Subject Teachers** will set homework regularly, it must be reiterated that homework can be set at any time in a lesson, not necessarily the end. They are responsible for setting homework that reflects the learning objectives of the Scheme of Work and lesson or set of lessons to which it is relevant and that is accessible to all students in the class, and in line with homework timetables and departmental policy. They, with support from their Head of Subject, should make contact with students' parents to follow up students who persistently do not complete homework e.g. more than 25% of the time it is set.
- **Students** are expected to write down all their homework in planners, which must be taken to all lessons. They are expected to complete homework by the deadline set by the teacher to the expected standard, and to seek help or advice if they have any problems before the deadline.

### **Roles of middle/senior leaders**

- **Heads of Year** will monitor the setting and recording of homework by making periodic checks on a sample of planners and monitoring referrals received for homework. They will inform SLT as appropriate for any patterns they may detect in non-completion or non-setting of homework, and may place students on report to them or form tutors with homework completion as a target if appropriate.
- **Heads of Subject** will monitor homework across their subject areas to ensure that there is consistency, both in the frequency and nature of the tasks set by staff across their departments and in the feedback given to the students. They will ensure that homework is built into Schemes of Work and the department's assessment scheme. They will work consistently with members of their team to ensure that homework is set to best support the learning needs of the students and the aims and objectives of the curriculum. They may place students on report to them for homework if non-completion is persistent (e.g. 25% of the time).

- **Senior Leadership Team** will construct and review the homework policy, including timetables where appropriate, and monitoring strategies. They will ensure that Heads of Subject have robust systems in place to monitor setting and completion of tasks.

### **Summary**

- All departments will set homework policies detailing the content, frequency and expectations of tasks. This will be communicated to all parents and students at the start of every year via the curriculum guides for each year group and the school website. Teachers must be able to set homework to match their classes' needs while maintaining a consistency of approach within their subject team.
- Teachers will ensure that the tasks set are suitably differentiated and accessible to all students, seeking the support of their Head of Subject and the SEND department as appropriate.
- All staff must adhere to the sanctions agreed for non-completion. Middle and senior leaders must support teaching staff as appropriate, according to the consequences ladder.
- The school will provide a regular homework club and run it to allow students who cannot work easily outside of school to complete homework with appropriate support and as part of the sanction process for those who do not complete their work.

## **Appendix 1- Sanctions Ladder for non-completion of homework:**

- **Homework not completed** → **SIMS Level 2**. See teacher after lesson (break, lunch or end of school) 10+ minutes at teacher's discretion. Complete and hand in by following day (or reasonable new deadline set by class teacher). Form tutors may also use this sanction if planners are not signed.
- **Homework not completed to new agreed deadline** → **SIMS Level 3** – 45 minute detention after school. Students should complete the homework in the detention if it is practically possible. Teachers should be clear with students about when homework should be completed by, and ensure that they are at a point in the learning where they can complete the homework successfully. If the homework cannot be done in the detention hall, teachers should try their best to accommodate students and communicate this with the teacher supervising the detention. This may involve coming to collect the student from the detention hall. It is reasonable for teachers to ask students to bring the homework to them at 4pm on the day of the detention.
- **Homework not completed to second agreed deadline** → **SIMS Level 4** - this should be raised with the HoY or SLT line manager for this subject so that students can be placed in the L4 detention.

**Each time a new piece of homework is set, the sanctions ladder should re-set back to Level 2.** Where non-completion of homework is a persistent problem (25%+ in a subject, or regularly across several subjects) see the point above about HoY and Head of Subject involvement.

### **Failure to comply with the above and homework completion is still a persistent problem:**

- Removal of lunchtime privileges (KS4)
- Or 'pay-back' day e.g. come in on Progress Review or CPD days.