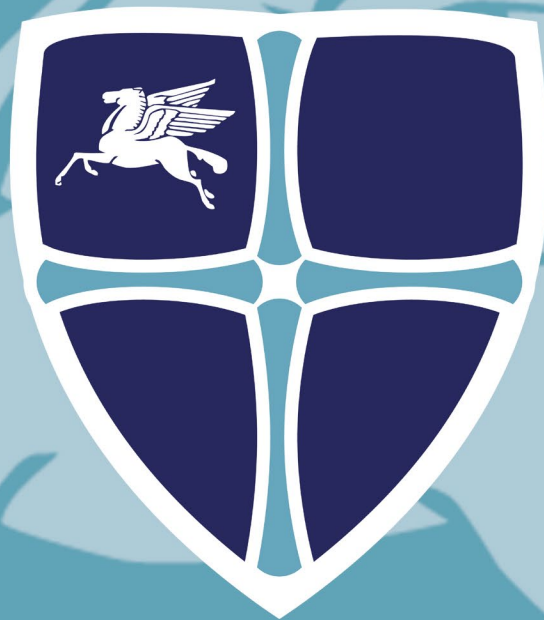


Wellfield School



Homework Policy

Chair of Governors – Mrs N Wood

Headteacher – Ms S Hammond

Updated – September 2022

Review Date – September 2023

Homework enhances student learning, improves achievement and develops students' study skills and as such is an integral part of the curriculum. It requires careful planning and integration into the Scheme of Learning and Progress of each curriculum area.

RATIONALE

At Wellfield, we aim to make Wellfield a place where:

- Learning is paramount;
- Behaviour is outstanding;
- Praise outweighs criticism;
- Students feel happy, keen and fulfilled;
- We are all safe from aggression, racism and bullying;
- We are all helpful and considerate;
- Students want to work hard, take responsibility and play a full part in school life.

PURPOSES

At Wellfield, we believe that homework reinforces and extends learning for our students. Through setting homework regularly, we encourage independent learning, forge a strong partnership between home and school and help our students to fulfil their potential.

Homework is work that is set to be done outside the timetabled curriculum. It contains an element of independent study in that it is not usually directly supervised by a teacher. It is important in raising student achievement and ensuring students take an active lead in, and show responsibility for, their own learning.

Not all homework is done at home; in fact, for some students who find it hard to work at home, or for some tasks which may require resources (books, software, equipment) more readily available at school, it may be necessary or desirable to carry out the task at school. Through the Homework Club, the school ensures that appropriate resources and staff are available to assist students with homework.

In purposes of this policy are to:

- state the amounts of time students should spend on homework in each year group;
- enhance their study skills e.g. planning, time management and self-discipline;
- encourage students to take ownership and responsibility for learning;
- engage parental co-operation and support;
- create channels for home school dialogue;
- encourage independent study and learning, show progress and understanding;
- extend learning from the classroom, develop research skills, and prepare for new learning;

- extend all students, including the most able and talented, SEND, CLA, minority groups etc.;
- encourage students to develop their skills, confidence and motivation;
- outline the procedures for monitoring the completion of homework;
- state the roles and responsibilities of staff, students and parents in the setting, completion, marking (including providing feedback in the evaluation of teaching and learning) and monitoring of homework.

It must be remembered that

Homework is used to support and extend class work. It is an attempt to help youngsters become independent learners and more importantly form a base of good practice which can be built on in future years. Wellfield School regards homework as an integral part of the learning process.

GUIDELINES

All subjects build homework tasks into their schemes of work and may include:

- Written work – essays, stories, notes etc;
- Drawing – sketches, plans;
- Problem Solving – calculations, constructions;
- Reading – books, articles, accounts, newspapers etc;
- Learning/Revision;
- Research; project work.

In Years 7 and 8, students are set weekly homework for all subjects **except** Art, PE, ICT and RE where homework will take the form of Independent Study (IS) tasks. These are tasks which are designed to last an average of 5 hours. The IS week is the final week before a half term or end of term holiday and will replace the other homework for that week only with the subjects IS being assigned on a rota basis. The work is set the week **BEFORE** the ultimate week of the half term.

In Years 9, 10 and 11, homework is set by subjects through differentiated homework booklets (half-term tasks) or shorter (e.g. overnight, weekly or fortnightly) homework activities.

Students are expected to spend on average the following amounts of time on their homework:

- **Years 7 and 8:** 1 hour per day;
- **Years 9 - 10:** 1 hour and 30 minutes per day.
 - **Year 11:** 1 hour per day (This reflects the additional time students have to spend in school at Get Exam Ready)

A homework timetable is published for each year group by the Assistant Head Teacher with responsibility for Homework once the whole school timetable has been finalised. All **non-IS** subjects appear on the schedule ONCE per week except Maths and MFL in Years 7-9. Maths will be scheduled 3 times per week so that shorter tasks, lasting approximately 10 minutes, can be completed more regularly as per the principles of Maths Mastery. MFL has two nights allocated for homework of 20 minutes each for the GCSE Pathway classes from Year 7 and one for other sets.

In setting homework, subject staff take into account the needs, aptitudes and abilities of the students in their teaching groups. They refer to the specialist information and data available to them e.g. SEN matrices and MATS information. All Independent Study (IS) tasks are checked by the Key Stage Assistant SENCO prior to being set for completion.

Teachers set homework using 'SatchelOne' on the school website and upload any required resources as attachments to the task instructions. Subject teachers keep a record of all homework set according to subject policy. In addition, Subject Leaders and SLT monitor and quality assure homework set through SatchelOne. Homework is marked in line with the school policy. All staff should make constructive comments including positive specific acknowledgements of what has been done well and set positive and specific targets for improvement. Homework is NOT expected to be completed by students who were absent from the lesson during which it was set, except for Maths and English. Students in all years will be expected to complete the weekly homework set in English and Maths **regardless** of whether or not they were present at or absent from school.

Maths and English homework is set based on the learning taking place in lessons for the week and **not** for a specific lesson. Therefore, unless students have been absent **all week**, they will be expected to complete the work set on SatchelOne within a week of their return to school. This time period will include a weekend so that the time needed to complete the work does not reduce the available time for them to complete other homework being set as per the homework timetable.

Subject staff will be expected to ensure that students fully understand what they have to do and have all resources and must not rely on the SatchelOne instructions only.

Failure to complete the work will result in detentions and other sanctions as per the usual escalation policy.

Students who consistently complete homework on time are recognised and praised in subject areas and through whole school rewards including Pegasus Points on Class Charts.

Any student may complete homework in the Homework Club which is on every night after school. Transport is provided to outlying villages.

The school is mindful of vulnerable students (e.g. CLA, students who have experience bereavement, etc.) who may require additional support, and ensure that this is made available to them as appropriate.

PRAISE

High quality homework and a good work ethos are praised in class, with Pegasus Points being awarded where student work has risen above expectations. Where appropriate, homework may be included in display work. For exceptional pieces of homework, a 'Good News' letter, a departmental letter or a postcard may be sent home and/or the student can be nominated for Learner of the Week.

SANCTIONS

When homework is not completed the class teacher issues a warning and the student is expected to complete the homework and hand it in on a nominated second chance day – this can be within 24 hours or in the subjects next calendared lesson, the second chance date will be communicated with students when homework is not submitted on the due date. In the case of IS the minimum second chance time is 48 hours. Please note – it is then the student's responsibility to hand the completed homework in and **not** the class teacher's responsibility to find the student to collect the homework from them. If the homework is still not handed in by this second deadline then the class teacher puts a referral on SIMs for detention. At this stage, the student will receive a warning of an impending detention the following week. The student has a final chance up to 48 hours before the set detention to hand in the completed work. If they do so, the detention is cancelled. If they still fail to submit work, the detention will proceed as planned.

Homework detentions are run centrally every lunchtime and scheduled by the Progress Leader with responsibility for homework. Students who regularly use the second or final, rather than original, deadline to hand in homework may also receive a detention.

The HoL monitors homework referrals and contact parents if a student fails to hand in 4+ pieces of homework (from across any curriculum area). After that, if homework is still not completed regularly and on time, an escalation of sanctions will be applied leading to use of our higher sanctions which include Internal Exclusion, Fixed Term Exclusion and referral to the Governors' Disciplinary Committee for persistent offenders. (Appendix A - Escalation Schedule). In addition, students who persistently fail to complete homework will be prevented from participating in school trips, except at the discretion of the Head Teacher, until the situation improves.

RESPONSIBILITIES

The role of the student is to

- listen to homework instructions in class;
- check instructions and resources on SatchelOne;

- ensure that homework is completed and handed in to meet the deadline;
- attempt all work and give their best;
- inform the class teacher of any difficulties.

Students must hand the homework in to Student Reception by the end of the day. Homework submitted in this way will then be put into the class teachers' pigeonholes in the staff room. If the student is absent from school on the day homework is due in, they must hand in homework on their return.

The role of the Tutor is to

- check at least on a weekly basis that homework is being checked on SatchelOne.

THE ROLE OF THE CLASS TEACHER

The class teacher determines the nature of tasks undertaken. The class teacher will:

- set homework/IS and post on SatchelOne according to the timetable and appropriate to the current scheme of learning and progress and give full and comprehensive instructions;
- provide the stimulus;
- set deadlines for completed work and ensure that they are met;
- issue a warning when homework/IS is not handed in and communicate the second chance hand in date to the student where they will be expected to complete and hand in the homework within a minimum of 24 hours or 48 hours for IS.
- check pigeon holes the next morning to check if the homework has been submitted (when work is handed to reception)
- will issue a referral on SIMS for any student still failing to hand in the homework if they were not absent;
- mark and return all homework within 10 days;
- provide help and support.

THE ROLE OF THE SUBJECT LEADER IS TO

- ensure the quality of homework set and that it is appropriate to the current Scheme of Learning and Progress using SatchelOne and/or departmental monitoring procedures;
- work with subject team members to ensure that a system is in place for staff to monitor homework completion by students.
- ensure IS is being set using SatchelOne with any required resources;
- sample homework as part of quality assurance procedures;
- monitor and evaluate the homework policy within their curriculum area.

THE ROLE OF THE HEAD OF LEARNING

The HoL has a clear role to play in the escalation of sanctions for non-completion of homework. (Appendix A). They also support students by being available to resolve any emerging issues in liaison with subject staff and parents. The HoL monitors homework referrals and contacts parents if a student fails to hand in 3+ pieces of homework (from

across any curriculum area). If homework issues persist, they meet with the parent/carer and work to resolve any barriers to homework being completed in order to avoid the need for higher sanctions.

In addition, the HoL should regularly check homework set for their year group on SatchelOne to inform their discussions with both students and parents/carers.

THE ROLE OF THE SLT LINK

The SLT Link ensures departments are setting homework and IS using SatchelOne. The SLT Link also supports the Assistant Head Teacher when it appears that large numbers of referrals are being referred from a particular subject area. The SLT link will investigate the nature of any issues and work with the Subject Leader and their staff to ensure appropriate action is taken. The SLT Link will monitor the impact of such action and pursue new action to address issues as they arise.

THE ROLE OF THE ASSISTANT HEAD TEACHER

The Assistant Head Teacher monitors to ensure that departments are setting appropriate and relevant homework and IS using SatchelOne. The Assistant Head Teacher has a clear role to play in the escalation of sanctions for persistent non-completion of homework after the involvement of the HoL. (Appendix A).

The Assistant Head Teacher may liaise with the Subject Leader and/or SLT Link if there appears to be issues relating to an identified subject e.g. if there appears to be a mismatch between the work set and the students' ability or needs.

THE ROLE OF THE PARENTS

The role of the parent is crucial if a child is to gain success from homework. Parental support and positive feedback gives students the confidence to persevere, work hard and reach high standards of achievement.

Parents can assist by:

- checking the homework that has been set for their child on SatchelOne and helping them develop organisational skills to ensure they meet deadlines;
- providing a table, chair and a quiet place to work;
- ensuring homework is done in a student's free time at home;
- checking the time spent on individual tasks;
- ensuring that outside clubs etc. do not hamper a child's quality of work and put a child under undue pressure;
- checking presentation and content of all homework being returned to school;
- providing the school with information about any problems (contacting the school directly if necessary).

MONITORING AND EVALUATION QUALITY AND COMPLETION OF HOMEWORK

- This is monitored in the first instance by Subject Leaders via work scrutiny
- Monitored by SLT and, in particular, the Assistant Head Teacher in accordance with the QA schedule.

Non-completion of homework and referrals for sanctions

- The Progress Leader with responsibility for homework tracks and monitors the numbers of referrals that students receive.
- The Progress Leader liaises with Heads of Learning and the Assistant Head Teacher regarding students who have moved up the escalation ladder and require higher sanctions.

SLT LINK

- Samples of homework records as part of their monitoring processes.
- Samples examples of homework and talks to students as part of their monitoring (as per quality assurance processes).

ASSISTANT HEAD TEACHER

- samples homework records through SLT Link reviews.
- scrutinises examples of work and talks to students as part of their monitoring processes.
- evaluates and reviews school policy annually.

Evaluation

By SLT, co-ordinated by the Assistant Head Teacher.

APPENDIX A - HOMEWORK ESCALATION SCHEDULE

1. SIMS referrals convert to detentions only if a student fails to submit work 48 hours before the scheduled detention.
2. After 4 detentions (lower school) or 3 detentions (upper school) – HoL letter. Encouraged to attend Homework Club.
3. After 4 (lower school)/3 (upper school) more detentions – HoL Meeting & compulsory attendance at Homework Detention 2 evenings per week for half a term (6 weeks). Session days determined by HoL/AHT and based on any specific subject homework being missed. Review after half term.
4. After 3/4 more detentions – Assistant Head letter. Students are warned that they may not be able to participate in external activities and trips except at the discretion of the Head Teacher.
5. After 3/4 more detentions – Assistant Head meeting. Compulsory Homework Detention for 3 evenings per week for 1 half term (6 weeks). Reviewed after that period. Students cannot participate in external activities and trips except at the discretion of the Head Teacher.
6. After 3/4 more detentions – 2 days Internal Exclusion. Compulsory Homework Detention for 5 evenings a week for 1 half term (6 weeks). Reviewed after that period.
7. If problem persists – Meeting with Head Teacher and 3 days Internal Exclusion.
8. If problem persists – Increased Internal Exclusion or FTE at the discretion of Head Teacher.

In addition, detentions will also be issued for the following:

- students who regularly submit homework by the SECOND or FINAL rather than ORIGINAL deadline, regardless of whether or not the homework has been completed;
- students who submit homework that is either incomplete or is of an unsatisfactory quality, reflecting lack of effort and pride in their work.

INDEPENDENT STUDY (IS) REFERRAL PROCEDURE

The following will apply for students in y7 and 8 who do not submit IS on time or who submit a piece of work which is significantly below required standard and has NOT had 5 hours given to it.:

- 24 hour minimum warning becomes 48 hour minimum warning - to reflect the additional hours to homework needed for quality IS work.

- If not submitted by the 48 hour/nominated second chance deadline, referral entered on SIMs and 5 detentions scheduled for the following week. The Progress Leader with responsibility for Homework schedules and tracks this.
- If then submitted 48 hours before the 5 hours detentions are scheduled OR complete, and only if the piece of work is to the standard required, the remaining detentions are cancelled.
- If work is substandard, the detentions continue until the 5 detentions are done and work is submitted to an appropriate standard.

In terms of numbers of referrals accrued for escalation purposes, it will still count as 1.

APPENDIX B - ADVICE TO PARENTS

Frequently Asked Questions or Concerns about homework

We often get queries from parents and carers concerning homework. We have summarised these below in what we hope will be a helpful guide which will enable you to further support your child.

1. 'WHAT IS MY ROLE IN HOMEWORK?'

Encouragement is a major role. Ensure that your child manages and copes with the workload. Sit with them. Talk to them about the tasks. If youngsters verbalise their learning they are more likely to retain the knowledge.

2. 'I'M BUSY AND DON'T HAVE TIME TO HELP. WHAT CAN I DO?'

It's not essential that you sit with them and work alongside them, but showing an interest is imperative. Ask them what tasks they're undertaking tonight and sound enthusiastic!

3. 'I CAN'T HELP BECAUSE EDUCATION HAS CHANGED SINCE I WAS AT SCHOOL. I DON'T KNOW WHAT MY CHILD IS TAUGHT.'

You can support by appearing interested in school: reading the school newsletter; attend parents' evenings. Generally show an interest in school. Check the school website.

4. 'I DON'T KNOW ENOUGH ABOUT A SPECIFIC TOPIC TO HELP MY CHILD. HOW CAN I HELP?'

Youngsters thrive on rewards and encouragement. Maybe look at some information together. Help collect information. Supporting is an excellent way of helping.

5. 'IT'S NOISY AND THERE'S NO SPACE AT HOME'

The school has a homework club every night of the week with staff available to help.

6. 'HOW MUCH HOMEWORK SHOULD MY CHILD BE DOING?'

Students will be expected to spend on average the following amounts of time on their homework each day:

- Years 7 and 8: ONE hour
- Years 9-10: ONE hour 30 minutes

- Year 11: One hour (Reduced time reflecting the additional hours of study completed by students at Get Exam Ready (GER))

7. 'MY CHILD DOESN'T TELL ME ABOUT HOMEWORK. WHAT CAN I DO?'

Make sure you have your log in details for SatchelOne. (These can be obtained by contacting the Main Office.) Ask your son/daughter's form tutor. Ask them open questions about today's learning at school.

8. 'MY CHILD'S HOMEWORK IS SET IRREGULARLY AND THEN DOESN'T GET MARKED.'

The first thing to do would be to talk to your child and make sure of the facts. If there is an issue, contact their Head of Learning.

9. 'ALL MY CHILD SEEMS TO DO IS FINISH OFF WORK DONE IN CLASS'

It is important from time to time to finish off class work. However, homework should take many forms. If you aren't sure, ask or send in a query via the student planner.

10. 'MY CHILD SPENDS MORE TIME THAN IS NECESSARY ON HER HOMEWORK.'

Students work at different speeds. However, if they are spending inordinate amounts of time on tasks contact your child's Head of Learning who will liaise with the class teacher. The teacher will then take charge of the situation.