



The Sutton Academy

Homework Policy

Status	Non-Statutory
Responsible Governors' Committee	ALT
Date last approved by GB	Not Applicable
Responsible Person	Miss L Seddon
To Review Date	September 2017
Last Amended Date	September 2016

CONTENTS

Introduction

Learning takes place inside and outside the classroom. It is The Sutton Academy's policy to set home learning using Show My Homework. It should support students, be clear, be planned, meaningful, and be set regularly.

This Policy is to be read in conjunction with the following related Policies:

- Teaching for Learning Policy.
- Assessment, Reporting & Recording Policy.
- Marking Policy.

What is Home Learning?

- Home learning refers to any learning activities which students are asked to do outside lesson time, be it at home or in the academy.
- Home learning should not prevent students from participating in enrichment activities after academy hours such as sport, academic or creative.
- Home learning should not impact adversely on the home life of each student.
- The Academy recognises that the environment in which students complete home learning varies significantly so will make every effort to help the home create conditions conducive to learning or to provide alternative arrangements within the Academy.

Objectives

- To reinforce, develop and establish concepts and skills taught in lessons.
- To support the learning within each curriculum area
- To encourage students to take responsibility for their own learning
- To practise independent study skills and develop perseverance and self-discipline
- To encourage the involvement of parents/carers in the work of the school

Guidelines to the Amount and Setting of Home Learning

At Key Stage 3, the number of subjects per evening varies depending upon the teaching timetable within school.

Subject	Frequency
English	Two pieces of homework will be set by the class teacher each week. 1) Directed by the teacher 2) Independent study*
Maths	Two pieces of homework will be set by the class teacher each week. 1) Directed by the teacher 2) Independent study*
Science	Two pieces of homework will be set by the class teacher each week. 1) Directed by the teacher 2) Independent study*
History	Once a week
Geography	Once a week
RE	Once a fortnight
Art	Once a fortnight
Music	Once a fortnight
Technology	Once a fortnight

Computer Science	Half termly project
Drama	Half termly project
PE	Half termly project

* Independent study homework will vary each week and may include work such as reading, learning times tables and researching information surrounding a specific topic.

Key Stage 4

There is an expectation at Key Stage 4 that all subjects will set homework at least once a week, however additional homework may be set by discretion of the classroom teacher and this will be based around controlled assessments, mock examinations and coursework deadlines.

Setting of Home Learning

i Home learning must be set according to the homework timetable. This enables students to plan their time effectively.

ii A variety of home learning tasks can be set, such as:

- Questions
- Research
- Thinking
- Reading
- Extended writing
- Past papers
- Notes
- Learning/revision
- Projects
- Presentation Preparations
- Memorising
- Rehearsing

iii All home learning must be assessed. This can be done in a variety of ways, such as:

- Marked by the teacher.
- Peer/self assessment.
- Orally.
- By testing.

iv Home learning tasks must be planned and must not be 'finish off' work. Home learning should normally be set at the start of the lesson. Setting home learning at the end of the lesson should be avoided. Home learning should be written on the board along side the Lesson Objective(s).

v Students must be clear about the purpose of the learning and how it will be assessed.

vi Students must be given clear written instructions of the task, deadline and how to complete the work.

vii It is the responsibility of the teacher to ensure that home learning is set via the ShowMyHomeWork website, which can be accessed via our VLE and from a link on our school website.

Subject Teachers' Responsibilities:

- a. Setting, collecting, marking and recording progress in accordance with Departmental and Academy policies, especially Assessment Policy.

- b. Use Show My Homework to set homework in accordance with each key stage timetable
- c. Keeping accurate Home learning & Marking records in Teacher Planner
- d. Tasks should have been considered and planned in advance of the lesson, in line with schemes of work and Teaching for Learning Policy. Tasks should be related to subject Programmes of Study
- e. Home learning tasks should be clearly explained to the class and homework should not be set in a rush at the end of the lesson.
- f. The teacher must mark homework within two weeks of the home learning being handed in and preferably before. Homework should be marked in accordance with the Academy Marking Policy / Teaching for Learning Policy and Assessment Policy.
- g. The teacher must provide formative comments and targets in sufficient detail to enable the student to know what to do in order to improve and progress his/her learning.
- h. Teachers must set home learning according to the timetable to avoid students being “overloaded” with work.
- i. Teachers / TAs should ensure SEN students and A & G students have Homework of an appropriate level
- j. Ensure students write “Home learning” as a heading at the start of each piece of work done as home learning, as well as date and title.

Students’ Responsibilities:

- a. Log into Show My Homework on a daily basis to check their personal homework planner.
- b. To ask staff if home learning is not clear and to attend home learning support sessions in specific subject areas / Home learning Club if required.
- c. To undertake all home learning tasks to the best of his/her ability – his/her personal best!
- d. To hand in ALL home learning by the due date.
- e. If no home learning tasks are set, students should use the time in a useful and sensible way, e.g. revision, reading, re-drafting work.
- f. Each subject area provides an opportunity for students having difficulty with home learning tasks or in meeting deadlines to consult a subject specialist in a study support session. It is the student’s responsibility to seek help if required.

Parents/carers’ Responsibilities:

- a. Log onto Show My Homework weekly and ensure that students undertake all tasks logged onto the calendar.
- b. To ensure that students undertake all tasks as recorded in the ShowMyHomeWork system.
- c. To inform the Form Tutor / Subject Teacher when the student has had difficulty completing home learning e.g. owing to family circumstances.
- d. To ensure students spend the set amount of time each evening on homework as required and follows the home learning timetable.

Form Tutors’ Responsibilities:

- a. To ensure that homework and its importance is constantly reinforced during Form Time /Extended Form Time and support and guidance given to students with regard to Home learning Timetables / Home learning Expectations.
- b. To liaise with Parents/carers on general home learning concerns and devise & monitor a plan of action if required to ensure Home learning is completed.

Subject Leaders Responsibilities:

- a. Log onto Show My Homework weekly and ensure that subject staff have set appropriate home learning in accordance with academy policy.
- b. To check that Subject Teachers within their teams are following the procedures on the previous page.

- c. To keep a monitoring file as evidence that all Subject Staff are setting and marking home learning in accordance with Timetable and Teaching for Learning, Assessment & Marking Policies.
- d. Assist & support Subject Teachers in ensuring ALL students complete Home learning and intervene as required.

Monitoring, Evaluation & Review Procedures Marking and Feedback

- During any learning observation, or part thereof, a lesson observer will check the timing and nature of home learning set and the quality of feedback given to students.
- The observer will check that Home learning has been marked in line with the Academy's Teaching for Learning Policy, Assessment Policy and Marking Policy, that the duration between the date homework was set and the date it is marked is reasonable, and no later than the two week deadline set, that the teacher has provided good quality feedback (formative comments) to enable the student to improve and meet his targets.
- If required, action to improve the timing and nature of home learning and / or the quality of feedback given to pupils will be taken where appropriate by the Faculty Leaders/Line Managers/Progression Leaders and / or Subject teachers/TAs.