

Ormiston Horizon Academy

Homework Policy

Date adopted: January 2017

Next review date: January 2019

Policy Version Control

Policy prepared by	Petra Lea – SLT AP
Responsible committee	
Date approved by committee	
Date ratified by LGB (if required)	
Description of changes from the model policy (if any)	

Ormiston Academies Trust

Homework Policy

Policy Version Control

Policy type	OHA
Policy prepared by (name and department)	Petra Lea – SLT AP
Review date	New Policy
Description of changes	New Policy
Name and date of line manager's approval	Rod Hughes – 6/1/17
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Introduction

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.

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 the academy, it is necessary or desirable to carry out the task in the academy. For ICT based activities, computer rooms will be available before, during and after the academic day.

The aim of this policy is therefore to:

- enable students to understand that independent learning is vital to achieving success.
- give every student the opportunity to fulfil their potential.
- instil in all students the importance of lifelong learning.
- provide training for students in planning and organising time.
- promote a responsibility for learning within each student.

Aim of homework

There are various reasons for setting homework, examples of which are:

- To encourage and develop self-discipline, study habits and a range of skills in planning and organising time.
- To give students experience of working on their own, and to develop in students a sense of responsibility and commitment to their own learning.
- To reinforce skills already taught.
- To prepare for tests/examinations.
- To boost academic achievement.

Principles of homework

Students must take full responsibility for their homework and should be supported by their parents/carers. Homework should be issued in appropriate quantities, and completion dates should be both clear and reasonable, taking account of home environment and extracurricular activities of students, including family and cultural obligations.

- Homework should be a carefully planned and an integral part of the scheme of work. It should not be seen as an "add-on" or a dispensable extra
- Homework should match the needs and abilities of students
- Homework should promote opportunities for consolidation and extension. Homework is related to current work and, where possible, is stimulating and challenging.
- Homework should involve all members of each year group.
- Homework should not be restricted to certain subject areas. It should reflect the breadth and balance of the curriculum.

Academy Practice

Senior Leadership Team

SLT will ensure that the development of homework programmes in curriculum areas is monitored and evaluated. The policy will be reviewed annually. SLT will also take responsibility for informing parents of the academy homework policy. SLT will inform parents of:

- The aims of the homework policy
- The use of Show My Homework
- How best they can support their child's study

The Role of the Curriculum Leader

Curriculum Leaders will ensure that homework is embedded in the schemes of work. They will also plan, prepare and implement realistic and manageable programmes of homework, maintain accurate records of completion and non-completion of homework.

The Departmental Development Plan may include homework as an area for action. It is good practice to have regular homework 'workshops' at departmental meetings to evaluate, create and enhance specific homework tasks. Homework should be an agenda item at least once per term, and discussion/outcomes recorded in the departmental minutes.

They will ensure:

- Homework is set according to the timetable with an appropriate timescale.
- Regular monitoring and review of departmental provision takes place.
- Staff mark and return all homework promptly within a two week period.
- Teachers keep up to date records of assessment and homework completed.
- Homework is standardised.
- Rewards and sanctions are consistent across the department.

The Role of the Class Teacher

- Is responsible for setting homework for their class that interests students and offers relevance and meaning.
- Will plan for the setting of homework through Show My Homework that includes clear instructions;
 - with time devoted in lessons so all students know the expectation and understand how to complete it.
 - Allows for all students to complete homework successfully within an acceptable time frame for the age of the students.
 - Needs to ensure that homework is checked and reviewed with each student through Show My Homework gradebook in a timely manner so homework is valued.
 - Rewards and sanctions are applied fairly to each student.

The Role of the Student

- Students should be encouraged to recognise the value of homework, and made fully aware of its capacity to improve learning.
- To ensure that homework is completed and handed in to meet the deadline.
- To inform the class teacher of any difficulties prior to the deadline.
- Students should be encouraged to seek appropriate support to ensure that they are able to complete tasks set for homework.
- Students must record all homework tasks on Show My Homework.
- If absent: to find out and record missed homework during tutor time from peers upon their return. Discuss homework/deadline with member of staff if unsure.

The Role of the Personal Tutor

- To include homework in one to one discussions with students.
- To see that homework is being set and recorded.
- To check that the planner is being signed by the parent/carer and PT.
- To note and respond to any comments written in planners by parents/carers.

The role of the Parents/Carers

The role of the parent/carer is crucial if a child is to gain success from homework. To reinforce its value through positive feedback will give students the confidence to persevere, work hard and reach high standards of achievement.

Monitoring and Evaluation

A whole academy evaluation of the effectiveness of the homework policy will be carried out regularly. This should involve consultation with staff and a sample of parents and students. Where further good practice is identified, this will be shared across the academy. Support will be provided for teachers to ensure they are capable of uploading and setting homework using Show My Homework.

Curriculum Leader

- Will sample homework records.
- Will look at examples of homework and talk to students and staff according to monitoring programme using homework monitoring criteria.
- Will evaluate and update action plan.

Incentives

High quality homework and a good work ethos should be sensitively praised in class.

Where appropriate, homework should be included in display work. Additional VIVO miles should be awarded for good homework. For exceptional pieces of homework, a departmental letter may be sent home.

During the Celebration assemblies a new category will be created “exceptional effort in homework activities” and “All homework completed to a good standard” for a subject area.

Sanctions/Rewards

When homework is not completed, teachers should initially support the student and ensure the tasks set meet the student's needs. If this is so, then sanctions should be used. It is the classroom teacher's responsibility to follow up the homework and contact parents if necessary. Teachers may also receive support from their Curriculum Leader and Head of Year if appropriate.

The sanctions are as follows:

- Class teacher - discussion and negotiation with student, informing parents via planner/ phone call. VIVO points issued for excellent effort.
- Curriculum Leader - discussion and negotiation with referred student, informing parents by planner. Letter to parents and detention if necessary.
- Personal Tutors - through weekly monitoring of planners, identifying student with homework problems across several curriculum areas and refers to Head of Year. Head of Year discusses and negotiates with student, applies sanction or support where appropriate.
- Head of Year - refers student to Assistant Principal (Teaching and Learning) in the case of a persistent offender.

This policy is reviewed every two years by the **Assistant Principal – Homework**.

The scheduled review date for this policy is **January 2019**.