



## The Tiffin Girls' School

### HOMework POLICY

REVISED NOVEMBER 2018

1. The Tiffin Girls' School sets out clearly its expectations of behaviour and homework in the Home-School Agreement. The purpose of the Home-School Agreement is to support school staff, governors and parents in working in partnership with the students to uphold the school's vision and values.

#### **The principles of effective homework**

2. The aim of The Tiffin Girls' School's Homework Policy is to encourage the continuation of learning at home, as an essential part of a student's education. Homework not only reinforces classroom learning, it also helps students to develop skills, attitudes and understanding that they need to realise their full potential and to develop independent learning skills for the future.

#### **The purpose of homework**

3. The objectives of setting homework are:
  - Consolidating and reinforcing knowledge, understanding and skills developed at school. This can be summarised as ARC (Application, Research & Consolidation)
  - To encourage students to develop the skills, confidence and motivation needed to study independently
  - Extending school learning or preparing for the next steps in the learning process, for example through additional reading
  - Managing particular demands, such as GCSE and A level coursework

#### **Homework at The Tiffin Girls' School**

4. Through its Teaching and Learning policy, the school ensures that homework is an integral part of the curriculum. Planning for homework is as integral as planning for learning: it is planned and prepared alongside all other schemes of learning to reinforce and extend what is learned in school, and to carry out research for new areas of study. Homework will be appropriate to the age, ability and circumstances of all our students, taking into account the individual students, the cohort, special educational needs and anything that may disadvantage students.
5. All students will be issued with a student planner that will include space for a homework timetable, room to write down the homework set and for parental and teacher comment.

6. Students are expected to spend the following amounts of time on their homework subjects per night:

Year	Number of subjects per day	Approximate time	Approximate total time per day
Year 7	3-4	20 minutes	1 hour – 1 hour 20 minutes
Year 8	3-4	25 minutes	1 hour 15 minutes – 1 hour 40 minutes
Year 9	3-4	30 minutes	1 hour 30 minutes – 2 hours
Year 10	Up to 11	35-40 minutes	1 hour 35 minutes – 2 hours
Year 11			
Year 12	Up to 4	4-5 hours per week	3-4 hours
Year 13	Up to 3		

7. For students in Key Stage 3 (KS3) there is a homework timetable which is compiled at the beginning of the year and dependent on the school time. For students in Key Stage 4 (KS4) and Key Stage 5 (KS5) a homework timetable is provided so that teachers know when to set homework. The majority of students adapt their homework timetable around their after-school activities. For students in KS5 this is particularly important as success at A Level is not just about completing the homework set but acting independently and undertaking further reading, revision or research, and gaining a deeper understanding of ideas, concepts, processes and their applications. KS5 students should allocate their time outside of lessons to include wise use of their study periods in addition to working at home.
8. For coursework-based subjects (e.g. Art, Computing, Drama, DT, Music and PE) the above timings may vary depending on the particular point of the course. This is particularly relevant at KS4 and KS5. This may mean that at certain points additional time is spent on projects, rehearsals or at extra-curricular clubs. The homework may be completed at school or at home. The exact details of this will be outlined to students in their curriculum outlines or overviews, and by their teachers at the beginning of the academic year. Students will need to manage their own time sensibly and can seek advice from their teachers and tutors as necessary.
9. For some students we know that working at home may be more difficult, and finding a quiet place in which to study and work is not always straightforward. For those students, the LRC and IT rooms can be used before school, at lunchtime and also after school. Students in the Sixth Form can also use the Sixth Form Centre at those times.
10. Each department will monitor tasks that are set to ensure that:
- Homework is wide-ranging and structured
  - The purpose of the homework is explained to students
  - The homework is monitored regularly and marked in line with the Assessment and Feedback Policy (where appropriate)
  - The quality of completed homework is monitored and reviewed at regular periods
  - Students and parents get regular feedback and are consulted from time to time

**11. Teachers** are expected to:

- Set homework of appropriate duration at the time specified in the homework timetable and once a week for KS4 and KS5. This homework should be achievable within the time specified above.
- Set tasks that provide a suitable challenge for all students in a class
- Use the school teaching and learning strategies to set homework
- Usually allow at least 3 days for the completion of homework tasks. This is for KS3 and KS4, but a guideline for KS5.
- Clarify the purpose of homework, including how the students will receive feedback on the piece of work or how the piece of work will be used
- Ensure that students have correctly written the piece of homework down in their planners and that the time the homework should take is clearly indicated
- Monitor the completion of homework in the next lesson
- Not set homework over the holidays for KS3

**12.** Teachers are not expected to mark every piece of homework, nor are they expected to always set formal written tasks. The following list gives an indication of the range of tasks that might be set:

- Investigations and simple experiments
- Research
- Reading more about a topic rather than revising notes already given
- Drawing and designing
- Interviews and surveys
- Word processing
- Essay writing or drafting reports
- Making a model and coursework

**13.** When teachers do mark homework, feedback should be given in line with the Assessment and Feedback Policy.

**14. Heads of Department** are expected to:

- Lead their teams in discussing and developing suitable homework tasks
- Monitor the setting of homework by all members of their team against the expectations set out in this policy
- Monitor the quality and appropriateness of homework set by the members of their team to ensure consistency amongst the department
- Evaluate the quality of homework in the department in line with the Homework Policy

**15. Tutors** are expected to:

- Ensure that the members of their tutor groups understand the homework timetable and how the school expects the student planner to be organised. This is especially important for KS3.
- Ensure that all members of their tutor groups write their homework timetables in their student planner
- Monitor student planners to check that students are appropriately organised for their subject lessons
- Be aware of any student's home circumstances that make the completion of homework difficult, and encourage such students to work after school in the LRC
- Support students in their time management and organisation for homework

**16. Students will need to:**

- Record homework in their student planner and ensure they understand the homework tasks, asking questions if they are unsure
- Always have their student planner with them and get it signed at home by a parent every week.
- Demonstrate a commitment to spending an allocated time doing the tasks set
- Complete homework tasks to the best of their ability within the appropriate length of time, and not spending unnecessary long periods of time on a topic
- Hand the homework in on time
- Students should get in to the habit of doing homework on the night it is set and designating a regular homework time

**17. Parents will encourage and monitor homework by:**

- Providing a reasonably quiet, suitable place in which their children can do their homework (as far as possible)
- Making it clear to their children that they value homework and support the school in explaining how homework can help them make progress at school
- Encouraging their child/children and praising them when they have completed their homework.
- Expecting deadlines to be met and checking that they are
- Supporting their child/children by setting timings for pieces of work to stop them from over-working.
- Signing the student planner once a week

**Sanctions**

**18.** Teachers are expected to monitor the completion of homework by students. Those students who fail to complete tasks need to be sanctioned more formally after the first oral warning. The Head of Department and tutor should be kept informed and the former may wish to intervene where there is a particular difficulty.

**19.** The following hierarchy of action gives an example of appropriate sanctions for KS3 and KS4. (See the Behaviour for Learning Policy)

First offence	Reprimanded
Second offence	Class teacher sanction
Third offence	HOD sanction
Fourth offence	SLT detention

**20.** Parents should always inform the school if an issue arises, either through the student planner or by direct contact with the form tutor or Head of Year.

**Monitoring and evaluation**

**21.** The implementation of this policy will be monitored regularly by the senior leadership team to ensure that it remains relevant and fit for purpose and will be evaluated in the light of any parental concerns.

## **Reviewing**

- 22.** The school will review this policy to assess its implementation and effectiveness. HODs will be expected to do this for the Assistant Headteacher: Curriculum and Progress who will report the effectiveness of the homework policy in improving the quality of learning, attainment and progress of the students. The policy will be promoted and implemented throughout the school.

## **Related policies**

- 23.** The Homework Policy should be read in conjunction with the following documents:
- Teaching and Learning Policy
  - Assessment and Feedback Policy
  - Literacy Policy
  - Behaviour for Learning Policy
  - Student Code of Conduct
- 24.** The Homework Policy is on the R: Drive [R:Policies\Student Learning\Homework Policy]
- 25.** Strategies to support teachers with this have been developed and will be made available to staff.