

**PENRYN COLLEGE**

**Homework Policy**

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# Penryn College Homework Policy

## **The Importance of Homework/Independent Learning**

The aim of all homework set at Penryn College is to encourage effective and personalised study habits, develop independent learning styles and to provide additional time for learning. Homework is differentiated to promote **personalisation**. It can be used as **preparation** for future classwork. Homework provides opportunities for **consolidation** of the work covered with teachers in class time and encourages **exploration and creativity**.

Generally, homework/independent learning tasks are set in smaller 'bites' in Years 7 and 8; these tend to become more independent and challenging, with longer deadlines, as students get older. Of course, some students and parents may wish to opt for more challenging tasks in the earlier years; if so, please contact your Tutor or Subject Teacher.

Increasingly we are branding homework as Personal Study. This is because most students now have Personal Study Time sessions in their timetable. These are 45 minute sessions during which students can manage their own learning: this may include doing home, catch up work following absence, revision, private reading, etc. **Students will still need to work at home** but we hope that providing this supervised time in school will support them to be better independent learners.

In addition all students are welcome to attend our homework club in the library where they can work with staff support from 3.30-4.15 every day after school, except Wednesdays.

## **Length of Homework Assignments**

To help students manage homework in Years 7, 8 and 9 we provide a routine. Depending on the subject, homework tasks are set weekly, fortnightly or occasionally.

Year 7 are given approximately 15-30 minutes of homework/independent learning tasks per subject per week, rising to 45 minutes in Year 9. **It is stressed that these are guidelines only.** If students or parents anticipate problems with any independent learning/homework task, then they should talk to their Tutor or Subject Teacher.

### **In Year 7:**

- Maths, Modern Foreign Languages and Science set homework once every week.
- English homework is set twice each week (one is reading a student's own book for pleasure, which is also a specified activity during some tutor periods – this is not an assessed task, but it is expected that students all read regularly at home).
- ICT and Humanities set homework once a fortnight.
- Lifestyles, DT, Art and Drama set homework occasionally.
- Music and P.E. lessons are mainly practical in years 7, 8 and 9. Students are encouraged to join the many extra-curricular clubs we have on offer at the college.

### **In Years 8 and 9:**

- Homework is set as in year 7, but increases to 30 to 45 minutes per subject, respectively.

### **In Years 10 and 11**

- Subjects provide approximately 45-60 minutes of homework each week. Again, as with Key Stage 3, these are guidelines only. Students may be involved in lots of extra-curricular sports, creative arts or have other commitments which will impact upon the time dedicated to studies, but *it is expected that students communicate with their teachers regularly to discuss deadlines if this is the case; studies must take priority.*

### **General principles**

The information above is a minimum requirement. These routines support students in their independent tasks. More than one evening is given by staff to complete work set. Where homework runs over a number of weeks, e.g. a project, teachers set weekly deadlines for completion of 'chunked' units of work. Students of all abilities are expected to complete homework and teachers will make sure that all students are set tasks appropriate to their level of need and which challenge students.

### **What is the student's responsibility?**

Firstly, their responsibility is to complete the task to the very best of their ability, using whatever resources they can. If your son or daughter wishes to discuss a piece of homework with their teacher, it is their responsibility to approach the teacher and raise this issue *as early as possible, and certainly before the deadline set*. It may be that the teacher and the student could then organise a convenient time to discuss the task in more detail.

It is the student's responsibility to check the Virtual School and their calendar so they know what homework has been set and when it is due in and ask if they do not understand it.

### **What types of homework task might students be set?**

Homework assignments vary. The type of tasks students are asked to do include: Researching from the internet; personalised revision exercises; on-line learning e.g. BBC Bitesize; mymaths.co.uk; resources on the college web site; essays, assignments and written work; creative work e.g. drawing, designing, making; preparing for next lesson e.g. learning vocabulary; exercises to consolidate learning; revising for test; examination questions; Controlled Assessment preparation; independent learning booklets, questionnaires; students setting their own appropriate work (with guidance from the teacher).

### **What happens if students do not submit homework?**

The teacher issues a Behaviour Manager point if homework has not been submitted. Parents, Tutors and, of course, students have access to this information through the virtual school and parental weekly email so notification of lack of homework/organisation can be dealt with early on by all concerned parties. We feel that it is important that students develop the personal organisation skills to meet deadlines; unless a student can produce a note from their parents with a good reason for not completing the task set by the deadline then work will be expected on the deadline stated by the subject teacher. If this does not happen, a sanction will be imposed.

Sanctions here may include:

- A short break time detention to complete the missing work
- A longer detention at lunchtime or after school, in the event that deadlines are missed more than once
- Attending at lunchtimes until the outstanding work is completed

This will depend upon the teacher, the circumstances, and the manner in which the student has responded to the lack of homework.

If a student receives more than 3 Behaviour Manager points for lack of homework in a half term they will receive a SLT detention. If the homework is still not forthcoming, the teacher will explore further options with the Tutor, Head of House and/or parent(s).

The quality of a student's homework is recorded regularly on our reports for parents where a student will be identified as working towards, at or above expected standards. Of course, we are

always willing to discuss reports in more detail during our meetings with parents, so please do make an appointment to see subject teachers and tutors.

Where a student has spent the appropriate amount of time on a piece of homework, but not managed to complete it, again, parents are asked to provide a note to this effect.

Some faculties, especially those who do not see classes that frequently, follow a very strict routine when students fail to hand in homework on time. Here the following sequence applies:

1. If the HWK is not handed in on time the student is given a BM and a 10 minute detention by the subject teacher. The student must then hand in the homework at the next timetabled lesson.
2. If the student does not attend the ten minute detention, they are placed in a Friday after school SLT detention.
3. If the homework is not handed in by the next timetabled lesson, a 2 point BM for continuous lack of homework is given and the cycle repeats itself.

#### **How is homework monitored and assessed?**

Teachers monitor homework, giving formative comments (orally, or in writing) on the quality of the work completed. On occasion, students are given time in lessons to improve on their first effort taking into account their teacher's comments (Dedicated Improvement Time). At times, students may also be asked to mark their own work in class, or to 'peer assess' the homework of another student. The member of staff will also monitor these comments to ensure that they are constructive for a student's progress.

#### **How is excellent homework/independent learning celebrated?**

Students are rewarded for excellent homework and independent learning with Achievement Points, or Praise Post Cards which are sent home as a quick note from the college to recognise outstanding learning. All Achievement Points are added towards the running school House Points tally throughout the year; the winners of the hotly-contested House Championship (which also includes Sports Day results) are announced in the final assembly of the summer term.

#### **How can tutors and parents monitor progress with homework?**

As part of the student's mentoring, tutors will review how each student is getting on with homework, examining their Achievement and Behaviour Manager Points. Parents will also have access to this information in the weekly email. If a parent has any concern about a particular homework, they should contact the subject teacher or the tutor for more general concerns.

Teachers publish all homeworks on the virtual school. Parents can see these through the weekly email or by logging on to the virtual school.

We believe that strong working relationships between students, parents and ourselves is the key to success here at Penryn College. Do please remain in touch with us regularly.

## **Roles and responsibilities**

### **The Student**

- Check the virtual school and emails so they know what the homework is and when it is due in
- Ask the teacher if they do not understand a homework
- Organise themselves so they make best use of personal study time
- Record how they use Personal Study Time on their PS Log
- Ask the parents to write a note if they have a genuine reason for not being able to complete as homework by the deadline
- Complete homework to the best of their ability

### **The Parent**

- Support the student to establish good working habits at home
- Provide a note if there is a genuine reason for homework not being completed on time
- Contact the subject teacher if they have a query about homework in a particular subject or the tutor if it is a general concern about homework across an number of subjects

### **The Class Teacher**

- Set homework in accordance with school and department policy, ensuring it is entered on the virtual school
- Check as far as is possible that all students understand the homework and it reflects the abilities of the students in the class
- Provide feedback to students on the homework, awarding Achievement and Behaviour Points as appropriate and completing reports
- Contact the tutor and parents of the student when there is a particular concern

### **The Personal Study Teacher**

- Supervise Personal study, ensuring that students work in silence and make good use of the time
- Complete a report to parents communicating how effectively the students is using Personal study time
- Share any concerns about a students use of Personal Study time with the tutor

### **The Head of Department**

- Monitor that homework across the department is being set in accordance with school and department policy and that this is recorded as part of the record of teachers' performance
- Ensure that the quality of homework set is appropriate by reviewing it with the team regularly, by examining students' books and by talking to students and parents

### **The Tutor**

- Ensure that all students have mentoring that includes examination of homework
- Refer the student to the HOH if there are more than 3 Behaviour Managers in a term
- Liaise with mentor, parents and the HOH if there are ongoing concerns

### **The Mentor**

- Examine the student's Behaviour Record to check how homework is being completed and examine the student's Personal Study Log, setting any targets as appropriate and monitoring them with the student over time
- Liaise with the tutor, parents, HOH as appropriate about major or ongoing concerns

### **The Head of House/ Year**

- Check that the mentoring of target students includes a focus on the students' homework and use of Personal Study lessons, sharing best practice and ensuring that school policy is being applied, reporting key issues to SLT
- Work with the parents, teachers, tutors, EST and/ or mentors to develop personal plans to support students who require further support with homework

### **AHT- Homework**

- Monitor standards across the school, reporting to staff, governors, parents and students as appropriate and identify areas of strengths and plans for development
- Ensure our systems are user friendly and fit for purpose