**Homework Policy**

Member of staff with overall responsibility:

***Aims***

* To raise standards of achievement and attainment by extending and reinforcing work completed during lessons and extending independent study and learning skills
* To ensure that homework is an integral part of the curriculum and is a planned part of all Schemes of Work
* To provide parents/carers with an opportunity to take part in, monitor and support their children’s education through supervision of work completed

***The Definition of Homework***

Relevant work assigned by staff to pupils linked to the appropriate scheme of work, to be completed routinely outside the timetabled curriculum, including:

* Consolidation and extension of class work
* Preparation of work for the next lesson, including revision for tests/exams
* Practice and application of specific skills

Homework should provide opportunities for differentiation by varying tasks for SEN (D)/Able, Gifted and Talented pupils.

***The Importance of Homework***

Homework is seen as a valuable part of the learning process by:

* Helping pupils to make rapid progress
* Allowing pupils to work independently
* Enabling pupils to practise skills learned in the classroom
* Encouraging pupils to use materials and other sources of information, not always available in the classroom
* Involving parents/carers in the learning process
* Providing pupils with the discipline of working to meet deadlines

***Setting and Recording of Homework***

* Staff will use the agreed Homework Timetable: homework will be set by staff on the appropriate day for each year group and will be of appropriate duration for that year group.
* Staff will ensure that homework is recorded by pupils in their planners, along with any relevant comments.
* Where homework tasks cover a number of homework slots, this should be recorded in the Pupil Planner on each homework day. It should not be recorded as ‘None set’ after the first entry.
* Form tutors and Heads of Year will monitor the recording of homework.
* Heads of department will monitor the setting of homework in departments.

***Parental Involvement***

Parents/Carers can support the school and their children:

* By checking the Pupil Planner for homework entries and checking that the work has been completed to an acceptable standard;
* Providing assistance by discussing homework tasks, reading drafts of assignments, making suggestions for general improvement;
* Writing comments for the attention of their child’s form tutor if they have any questions or concerns about homework;
* Signing the Pupil Planner on a weekly basis to acknowledge that all homework has been completed.

***Homework Allocation***

* Each pupil has a Homework Timetable agreed by staff which indicates when pupils can expect work to be set in specific subjects. This Homework Timetable will be recorded by the pupil in their Planners.
* Staff are expected to adhere to that timetable unless there are good reasons for modification.
* In Key Stage 3, homework will be set in two or three subjects per night, Monday to Friday. In Maths and English, homework will be set at least once a week. Other subjects will set homework once a week or once a fortnight.
* In Key Stage 4 homework will be set in three or four subjects per night, Monday to Friday. All GCSE subjects will set homework twice a week. Each piece of homework should take approximately 45 minutes to complete, although homework related to controlled assessments make take longer than this.

***Marking***

* Teachers will mark homework promptly and give constructive feedback in line with school and department making policies
* Teachers are not expected to mark every single piece of homework set. Much will depend on the nature of the work set. Some pieces may be preparation, planning, redrafting or peer/self-assessed. However, all pieces of written homework should be marked.

**Recommended Time**

Times below are approximate; however, pupils would not be expected to be spending significantly less or more time than the recommended allocation.

Key Stage 3

Year 7 1 to 1 hour 30 minutes hour per night (30 minutes per subject)

Years 8 and 9 1 hour 30 minutes to 2 hours per night (average 35-40 minutes

per subject)

Key Stage 4

Years 10 and 11 3 hours or more a night (average 45-50 minutes per subject)

Not all of this time may be taken up with teacher initiated work. Pupils may be required to undertake reading, preparation and research, as well as specific written tasks. This is particularly important when considering coursework assignments at GCSE.

***Failure to Meet Homework Requirements***

* If a pupil fails to submit work on time (unless the pupil brings a note in explaining extenuating circumstances e.g. illness), provide satisfactory work or produce completed work, on the first occasion each term a warning will be written in the pupil’s planner, and the pupil will be expected to rectify the situation within 24 hours.
* If a pupil fails to submit work on time, provide satisfactory work or produce completed work on more than one occasion in a term, the pupil will be given a demerit each time after the first instance, a note will be written in his/her planner and the pupil will be expected to rectify the situation within 24 hours.
* A pupil who fail to meet homework requirements three times or more per term in a particular subject will be referred to the Head of Department and the Head of Year, and parents will be contacted directly. Completion of homework will then be closely monitored by the Head of Year. The pupil may be placed on a homework monitoring report.

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***Monitoring***

Heads of Department are expected to monitor the setting, completion and marking of

appropriate, challenging homework in their subjects by:

* scrutinising pupil work
* sampling pupil planners against the homework timetable for their subject
* checking lesson plans
* observing lessons

Heads of Year and Form Tutors are expected to monitor the setting and completion of homework by:

* ensuring that all pupils have the homework timetable recorded in their planners
* regularly checking pupil planners for the recording of homework and parent/carer signatures

The Senior Leadership Team is expected to monitor the effectiveness of the whole school homework policy by:

* regular review with Heads of Year/Heads of Department
* lesson observations
* pupil work scrutinies
* pupil planner scrutinies

***Policy reviewed July 2014 ES***

**ICT USE IN SCHOOL**

Access to the Internet is provided to support the school’s aims. **All internet and E-mail use must, without exception, be related to school work.** This policy will be enforced using electronic monitoring and direct supervision. Breaches of this policy will be regarded as a disciplinary matter and dealt with severely. Examples of inappropriate and unacceptable use are:

* Releasing school information to unauthorized individuals.
* Sending, forwarding, browsing, exporting from or importing into the school any material that is or could be considered pornographic, obscene, profane, offensive (whether from a sexual, racial, political or religious perspective), libelous, defamatory, illegal or of a criminal or subversive nature.
* Transmission of unsolicited commercial or advertising material.
* Violating other people’s privacy, including the uploading of text or images to websites referring to or representing any members of the school community, staff and pupils
* Using chat lines or similar services.
* Damaging other users’ work in any way
* Committing the school to purchase or acquire services or goods without proper authorisation.
* Downloading unauthorised software and files, including MP3 files.
* Playing games
* Using the network for sending mobile text messages.
* Any use that could bring the school’s name into disrepute or that could be damaging to the school.

The school reserves the right to retrieve and access all emails or faxes, whether or not they have been marked confidential, at any time, without the permission of the person and without notice. Users should have no expectation that any electronic information will remain private.

**Copyright**

Pupils must respect software copyright by adhering to license agreement terms. The unauthorised copying of software is both unethical and illegal. Software must not be copied other than as back-up to the original and software acquired for use on one machine must not be loaded to a second machine.

**The use of digital cameras, mobile ‘phone cameras, camcorders and projectors**

Digital cameras, mobile ‘phone cameras, camcorders and projectors must not be used in school without permission from a member of staff. If permission is not obtained in advance, the use of such devices will be regarded as a serious disciplinary matter and will be dealt with severely.