

John Colet School Homework Policy

Date Policy was agreed	July 2016
Date Equalities impact assessment completed	July 2016
Date Policy was reviewed	July 2016
Date reviewed by Governor Advisor	N/a
Date reviewed by Parents	N/a
Date reviewed by Governors	July 2016
Governors body responsible for the review	Curriculum Committee
Senior Leadership Team member accountable for writing and reviewing the policy	Assistant Headteacher Teaching and Learning

Linked Policies: Teaching and Learning Policy; Marking and Assessment Policy; SEN policy.

Monitoring and Reviewing

This policy will be formally reviewed every 3 years.

Ongoing monitoring of actions and impacts/outcomes will be:

- Learning Walks by staff with feedback to the Assistant Headteacher i/c of Teaching and Learning
- Learning Walks by Governors with feedback to the Governing Body
- Half - termly reporting by AHT to Governors and Curriculum Committee within the Learning Cycle schedule.

Responsibilities

The teacher has the responsibility for:

- Setting homework according to the published timetable with differentiated activities where appropriate.
- Recording full and comprehensive instructions on the relevant section on www.showmyhomework.co.uk on the day the work is set.
- Setting appropriate deadlines for completing work and ensuring that they are met.
- Marking and returning homework in accordance with the marking guidelines
- Informing the Subject Team Leader when problems arise.
- Issuing clear guidance on the marking criteria to the students.
- Ensuring absent students are able to obtain homework in order to catch up where appropriate.

The Subject Team Leader has the responsibility for:

- Ensuring that the quality and quantity of homework set is within departmental and school guidelines.
- Monitoring and evaluating homework policy within their curriculum area through regular work scrutiny procedures

The Senior Leadership Team Link has the responsibility for:

- Monitoring, through work sampling, the effectiveness of departmental procedures.

The student has responsibility for:

- Listening to homework instructions in class.
- Noting down the subject and deadline date into the homework diary.
- Ensuring that homework is completed and submitted to meet the deadline.
- Attempting all work to the best of their ability
- Informing the class teacher of any difficulties.
- If absent from the class, obtaining homework from www.showmyhomework.co.uk and liaising with the class teacher if there are any issues.

The parent/carer has the responsibility for;

- Providing a suitable environment in which to work.
- Organising with the student when homework is to be done as a student's free time is important too.
- Checking the time spent on individual tasks.
- Ensuring that outside clubs/activities do not hamper a student's quality of work and put a student under undue pressure.
- Checking presentation and content of all homework being returned to school.
- Signing the homework planner each week when requested to do so by the school.
- Providing the school with information about any problems through the student planner or by contacting the school directly.

Structure of Homework

Homework is set in line with the published homework timetable.

Students will be given a **minimum** of two school evenings in which to complete a particular piece as shown in the table below. Saturday and Sunday evenings will not count as part of the two days.

Day the work is set	Earliest submission day
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday	Tuesday

Homework will not normally be set for completion during school holidays though this does not include GCSE work and revision tasks. During Key Stage 4 exam preparation and Controlled Assessment periods, it may also be necessary for teachers to deviate from the published timetable.

Frequency of Homework

Key Stage 3

For subjects with three or less timetabled lessons per fortnightly cycle, the expectation is that the class will be set one piece of homework per fortnightly cycle.

For subjects with four or more timetabled lessons per class in the fortnightly cycle, the expectation is that the class will be set one piece of homework per week.

Number of lessons per cycle	Frequency of homework
3 or less	Once per fortnight
4 or more	Once per week

Key Stage 4

Option Subjects (four lessons per fortnight)
One piece of homework is set every fortnight.

Core Subjects (English, Maths and Science)
One piece of homework is set every week

Subject	Frequency of homework
Options	Once per fortnight
Core	Once per week

Duration of Homework

In Key Stage 3, the homework set by each subject should last approximately 30 minutes per piece unless stated otherwise.

In Key Stage 4 the homework set by each subject should last approximately 45 minutes per piece unless stated otherwise.

Recording of Homework on Showmyhomework.co.uk

The class teacher is responsible for inputting the details of the homework onto showmyhomework.co.uk by the end of the school day on which it has been set.

The teacher is responsible for ensuring the following information is included:

- The due date for completion/submitting to the teacher. This will include at least 2 school evenings from the date the homework is set.
- The length of time that should be spent on the task.
- Clear instructions for the task including success criteria where appropriate.
- Supporting resources where appropriate.

The Subject Team Leader is responsible for monitoring the frequency and relevance of the tasks set.

Rewards and Sanctions

Rewards

Teachers will use their discretion to reward students' homework using the school's reward system, (Vivos) There is a variety of criteria that staff may choose to reward; for work that is of a particular quality, for example, or where the student has shown resilience and perseverance with a piece of work. Departments may agree on a departmental approach to the issuing of Vivos.

Sanctions

Homework submitted late can impact on the marking schedule of staff. Therefore, on the first occasion, any student who fails to submit the homework on the required day, regardless of the reason, will be issued with a 30 minute after school detention. However, if the student submits their work to the teacher by the end of lunchtime on the following school day, the detention will be waived. After this extension to the deadline, the student will serve the detention even if the work is submitted prior to the detention date as the detention is for failing to meet the deadline, not the lack of the homework.

Failure to attend this initial detention will lead to a 1 hour after school detention with the Subject Team Leader. The Subject Team Leader has the responsibility to ensure details of the detention are recorded appropriately in SIMS and parents informed.

Should the student fail on a subsequent occasion within the same term to submit homework on time, they will be issued with a one hour after-school departmental detention. The subject teacher must inform their Subject Team Leader (STL) of the missed deadline. It is the responsibility of the STL to ensure details are is logged in SIMS and a notification is sent to parents/carers about the detention giving at least 2 school days' notice.

Failure to attend the departmental detention will result in a Senior Leadership Friday after-school detention which lasts for 90 minutes. The incident is logged appropriately in SIMS and parents/carers notified. Failure to attend will trigger a one day internal isolation.

If timely submission of homework remains an issue for a specific department, the relevant Subject Team Leader will contact parents to discuss strategies to improve the student's record.

Should timely submission of homework appear in 3 or more subjects then the relevant Head of Year assumes responsibility and will contact parents regarding Period 6 Homework support