

## **Homework Policy**

The purpose of this policy document is to define the principles and aims of homework set by The Ladies' College and to provide a framework which:

- Promotes consistency in planning and practice
- Facilitates development, change and review
- Informs new staff, students, parents and governors.

### **Principles**

We believe that homework:

- Encourages self-discipline and teaches good study habits.
- Reinforces work accomplished at school
- Gives opportunities for further practice, for research or for preparation for class lessons
- Stretches individual students at their ability level
- Enables more effective use to be made of class time
- Allows parents to be involved in their children's learning, strengthening the liaison between home and College.

### **Aims**

Our aims in giving homework are that all students:

- Should have sufficient time and opportunity to complete, practise or master the work necessary to enable them to achieve their full potential
- Should experience homework as a positive experience: homework should not be given as a punishment.
- Learn to make effective use of their time and prioritise their work load
- Should be encouraged to take increasing responsibility for their learning and independent thinking.

### **Resources**

Homework diaries for Remove to Upper Five and Sixth Form diaries for Lower Sixth and Upper Sixth are provided.

**Amount of homework set at KS3**  
(Time is in minutes)

	<b>Remove</b>	<b>Lower 4</b>	<b>Upper 4</b>
<b>English</b>	1 x 40	1 x 40	1 x 40
<b>Mathematics</b>	2 x 20	2 x 20	2 x 20
<b>Biology</b>		20	25
<b>Chemistry</b>		20	25
<b>Physics</b>		20	25
<b>Science</b>	2 x 20		
<b>Spanish</b>			1 x 20
<b>French</b>	2 x 20	2 x 20	2 x 20
<b>German</b>		2 x 20	1 x 20
<b>Latin</b>	20	2 x 20	2 x 20
<b>Geography</b>	20	20	25
<b>History</b>	20	20	25
<b>R.S.</b>	20	20	25
<b>Design &amp; Technology</b>	20	20	25

**Art set fortnightly** – In Art, homework is set on a regular basis, however, tasks are dependent on the scheme of work being followed. Students could be required to:

- Carry out preparatory work for a forthcoming lesson activity, or artist study; for example, acquiring information from a library, watching a television programme, searching the internet, producing an Artist study page or collecting certain materials.
- Complete set drawing tasks to continue developing essential drawing and observational skills, recording observations or something in the locality, visits to local galleries or places of interest.

**Music**

Assessment in Music is based on regular individual and group performances and composition assignments. Students are expected to practise in their own time as well as in class. Students who do not have access to a keyboard or other instrument at home are permitted to use the music room facilities at break and lunchtimes after seeking permission from the music staff.

**Drama**

In Drama girls will be set tasks to complete for homework on an ad hoc basis. This may include conducting research, learning lines, preparing for and attending rehearsals etc.

**Amount of homework set at KS4**

Homework in the Lower Five is nominally set at 2 x 30 minutes per subject per week and in the Upper Five at 2 x 35 minutes per subject per week. However, the nature of (I)GCSE specifications and coursework requirements means that this will not always be strictly adhered to and greater flexibility is required. For example, an English essay or coursework assignment may span two weeks or more if the writing required needs greater detail. The Upper School

Co-ordinator collates information about coursework and assignment dates and deadlines from Heads of Department every year and publishes this to students to help them plan their work load.

### **Amount of homework set at KS5**

In the Sixth Form a guide of a minimum of five hours per subject is recommended.

### **The nature of homework**

- The nature of homework set varies between year groups, different classes and topics of study.
- The task selected by the class teacher should be commensurate with the ability of the students.
- Teachers should make sure that the quantity of homework set is realistic and does not exceed the time allotted.

### **Organisation of homework**

- At the start of each academic year the Year Co-ordinators arrange and provide the students' homework timetables in Remove to Upper 5.
- Each student is given a Homework Diary at the beginning of the school year. Students should record the homework set for each subject and when it is due to be completed.
- Instructions concerning homework should be given clearly and in good time for students to understand what is expected and to ask questions if necessary.
- Some homework tasks may be accessed via the Departmental SharePoint site.
- Homework should be handed in the following day unless otherwise specified.
- Students who have missed homework because of absence must, on return, contact subject staff in order to make up work missed as soon as possible.

### **Parental support**

- A homework timetable will be provided at the start of the school year.
- Homework is a co-operative venture between the student, the parent and the school.
- Homework is seen as an integral part of the student's education and should take precedence over extra-curricular activities.
- Parents are encouraged to ensure that there are suitable working conditions at home.
- Parents are encouraged to take a positive interest in the student's work at home.
- If a student seems to be doing too much or not enough homework parents are encouraged to contact the Form Tutor.
- Parents are requested to sign the homework diary weekly. Form tutors should monitor this on a weekly basis. Weekly checks may stop as students demonstrate better organisational skills.

### **The organisation of homework**

Students, teachers and parents all have a role to play in ensuring that homework is as effective as possible.

### **Subject staff must:**

- Set homework regularly according to the timetable.
- Bear in mind the ability of the individual student and set differentiated tasks if appropriate.

- Give students time to add information to their homework diaries (date due in, task) and time to copy information or take photograph of tasks or give clear instructions as to where the task can be located e.g. on SharePoint.
- Mark homework regularly (this includes peer marking or verbal feedback in accordance with the principles of Assessment for Learning).
- Keep a record of homework completed.
- Issue a warning to students who fail to complete homework and offer an extended deadline in the first instance to ensure completion.
- Issue an order mark refusal slip when two homeworks are late or of an inadequate quality per term. (The slip is passed to the Form Tutor, then Year Co-ordinator and Deputy Principal (Learning) for recording. The student must be informed by the subject teacher that a slip will be issued.)

**Heads of Department must:**

- Ensure that subject staff are taking a consistent approach to the setting and monitoring of homework.

**Form tutors must:**

- Ensure students are aware of their homework timetable.
- Check students' diaries each week and sign them (as appropriate).
- Identify to the Year Co-ordinators those students who fail to complete homework/use their diaries.

**Year Co-ordinators must:**

- Draw up the homework timetable at the start of each academic year (Remove to Upper 4) and collate information for students in Lower and Upper 5 to help them plan their workload.
- Ensure form tutors are monitoring homework on a regular basis.
- Identify to the Deputy Principal (Learning) students who do not complete homework regularly and make contact with parents and/or issue an Order Mark.

**The Deputy Principal (Learning) must:**

- Monitor the implementation of the homework policy.
- Review and evaluate the homework policy regularly.

**Students must:**

- Write down homework tasks accurately in their diaries, along with the due date for completion/submission.
- Seek help from the subject teacher if they do not understand a task.
- Hand in work on time.
- Present their diary each week to parents and form tutor to be signed.

**Parents are encouraged to:**

- Check diaries regularly and sign them weekly.
- Offer encouragement/support to children engaged in homework and provide a suitable, quiet working space at home.
- Contact their daughter's form tutor or Year Co-ordinator if there are persistent problems relating to homework.