

## HOMEWORK POLICY

### AIMS:

- to encourage independent learning
- to develop research, time management and organisational skills
- to consolidate and extend work studied in lessons
- to complete work not suited to the classroom situation
- to sustain the involvement of parents in the management of students' learning

### OBJECTIVES:

- students will develop the skills, confidence and motivation needed to study effectively on their own
- students and staff will manage particular demands, such as GCSE coursework
- completion of homework will extend school learning

### HOMEWORK ALLOCATION

Homework timetables are drawn up by the Heads of Section/ Deputy Heads of Section/Head of Junior Department and published for Years 5, 6, 7, 8 and 9 within the first week of term. They are drawn up in accordance with the following guidelines:

#### Junior School

Year 5: 30 minutes per school day (usually 2 x 15 minutes), plus 15 minutes reading

Year 6: 40 minutes per school day (usually 2 x 20 minutes), plus 15 minutes reading

A timetable is provided by the Class Teacher and the girls are encouraged to log homework in their diary each week. Thereafter the file is signed weekly by parents and monitored by the Class Teacher.

Homework is not set during the School holidays.

#### Lower School

Year 7: 3/4 subjects x 20 minutes per night (5 hours per week)

Homework is not set in the first week of the Michaelmas Term. Thereafter homework will be set as per the published timetable.

Year 8: 3/4 subjects x 30 minutes per night (7.5 hours per week)

At three points in the academic year, one per term, Year 8 students will be given "Going Beyond" homework for one week instead of all other subject homework.

Personal planners in Year 7 and 8 are signed weekly by parents and by the Form Tutor. The Form Tutor will check the students' planners, monitor the allocation of homework by subject teachers across the week and raise any particular concerns with the Head of Section.

Homework is not set during the School holidays. No tests should be set for the first few days after the holidays, so that the students feel obliged to do "revision homework" during the holidays.

#### Middle School

Year 9: No more than 9 hours per week.

See the Year 9 handbook for full details of the amount of homework set per subject per week. Students are likely to do between 1½ and 2 hours each night.

Years 10 & 11: 1 hour per IGCSE/GCSE subject per week.

In Year 9 no homework is set during the School holidays. No tests should be set for the first few days after the holidays, so that the students do not feel obliged to do "revision homework" during the holidays. In Years 10 and 11 homework may be set if essential, but not during the holidays before examinations to allow students to revise. No homework should be set in the half-term following the Year 10 and Year 11 school exams, except essential catch-up, so that the students have a proper break from school work.

## **Sixth Form**

It is recommended that students spend about 5 hours per week on each subject in L6 and 6 hours per week on each subject in U6. This may include homework, wider reading, attending lectures, galleries etc. Homework should not be set during the February holiday in U6 and Easter holiday for both L6 and U6 to allow students to revise before examinations. Students may be set up to four hours of homework per subject in other holiday periods.

Section Handbooks inform students and parents about homework allocation. Heads of Section will also use student induction, welcome evenings and similar events to explain the importance of parental support in the completion of homework.

## **SETTING OF WORK**

Time should be allocated during lessons to ensure that homework is explained fully and recorded in personal planners with clear deadlines set. Clear guidance is often needed for pupils as to how long they are expected to spend on homework (see guidance above). Initially students will need support in learning how to cope with homework. Students are responsible for recording homework and deadlines. Quantity and frequency of homework and coursework set and its timing is monitored by Heads of Section and Heads of Department through discussion at Heads of Department meetings, regular work scrutiny and lesson observation.

On occasion staff may not set homework if in their professional judgement it would not be valid.

Concerns (and praise) about completion of homework can be raised with tutors/Heads of Section in any of the following ways;

- reports
- by e-mail, written note or in person
- contact from girls or parents

Lower School students may be given organisation cards to help them focus on completing work, which will be checked daily by parents and the tutor and monitored by the HOS. Middle School students may be given time management sheets as a form of support which are monitored by the Head of Section, Form Tutor and parents. In Sixth Form students will be supported through supervised study.

## **RANGE OF TASKS SET FOR HOMEWORK**

Subject Department schemes of work should include homework tasks which take account of the following factors:

- an appropriate variety of tasks and completion scale
- homework should be linked to the lesson content and be challenging
- the homework allocation for each year group and subject
- homework given should be appropriate for the age and ability of pupils.

## **COLLECTION OF WORK**

It is the responsibility of the pupil to meet deadlines which have been set.

Staff may choose to collect work in, in lessons. If staff want work to be handed in at other times:

- each teacher should specify where the work should be placed
- students who are late should take their own work to the teacher
- students who are absent should see their teachers as soon as possible after they return to school

The subject teacher must keep accurate records about completion of homework and any action taken. Where staff are concerned about a student's work, they should follow the procedures laid down in the Behaviour and Sanctions Policy. Similarly staff should take the opportunity to congratulate a student for a particularly pleasing homework, as laid down in the Incentives Section of this policy. In Upper School students who are behind with work could lose the privilege of home study time. Students may also be required to attend supervised study if they fall behind with homework.

## **MARKING OF HOMEWORK**

Work should be marked in accordance with school and department assessment policies. Wherever possible, regular feedback should be given to students on their performance and marking should include recognition of good achievement and guidance indicating how they may improve their work.

## **GUIDELINES ON THE MANAGEMENT OF HOMEWORK FOR STUDENTS WITH SPECIAL EDUCATIONAL NEEDS**

In setting homework for students with Specific Learning Difficulties it is important for subject staff to balance the right of students to share fully in the work of the class, including homework tasks, with their individual learning needs. These needs may include consolidation and reinforcement of specific skills and relate to Individual Education Plans and the needs of individual students as appropriate.

Policy last reviewed:

Next review due:

Person responsible for review:

Audience:

Trinity 2017

Trinity 2019

Head of Lower School

Staff/Parents