

HOMWORK POLICY

Homework checks that pupils have understood the work being covered in class and helps develop the skills of organisation, independent learning and personal exploration. Homework is the link between school and home. The work done in school is reinforced with the support of parents.

Homework should be set on a regular basis in line with each form's homework timetable (Years 7-11). Homework should not be a routine chore or a time-filler. Details of the task should be recorded in the Student Planner.

It is a teacher's duty to mark homework on a regular basis. Marking should be legible, in a colour contrasting with that of the homework and be easy for the pupil to understand. Comments should, as far as possible, be of a summative and formative nature. Comments should be worded in such a way that they offer constructive help and advice to aid future progress. It is not the College's policy for any teacher to demoralise pupils by the content or tone of written comments. Negative comments are discouraged (see 5.3: Marking, Assessment and Presentation Policy).

Each teacher is issued a 'Formative Assessment' rubber stamp which acts as a template to provide a consistent degree of feedback across subjects. This does not need to be used every time a book is marked but should be at least every half of term or more frequently dependent on department policies. The key feature of this is that students have the opportunity to engage with the teacher comments and act upon them.

Teachers should either collect the homework at the end of the following lesson or make clear arrangements for it to be collected and delivered by a member of the form. The collection of an individual teacher's homework is not a duty of other teachers, and their lessons should not be disrupted by this.

Homework may take many different forms. In some instances, homework will often be assessed by a test in the following lesson. Students will be informed of the details of this and should record the information in their planner.

If a student fails to complete a homework he should be given a Homework Mark and the details recorded on ISAMS. Homework marks should be given only if the homework is not done. Poor homework may result in a conduct mark being issued and a requirement to repeat the work. A poor performance in a test resulting from a learning homework may not be sanctioned with a homework mark; again, conduct marks should be used.

Regular homework will also help pupils fulfil their potential by:

- Developing good work habits and study skills
- Developing a self-disciplined and self-motivating approach to study
- Practising and reinforcing skills learned in the classroom
- Consolidating and extending work begun with teachers in the classroom

- Making greater use of materials and sources of information which may not be available in the classroom

Homework should be set during the course of the lesson and reinforced at the end. It should fit in with the lesson planning and scheme of work and not be a last-minute thought. As a general rule, pupils should feel that the work they have done for homework has a purpose and has been noted and assessed by the teacher.

It is expected that the normal process of marking homework – and this includes any tests – will not take more than a week. With the extended work required as boys move up the school, the length of time given for an assignment may be an extended period of time. The resulting marking may also need an extended period of time. Teachers should aim to explain the length of time pupils will need to allow for planning and working. They should also give an estimate of the time they are likely to need for marking extended work.

When a student is absent, it is the student's responsibility to ask teachers what has been missed. It will be the teacher's decision whether the missing homework should be done, or if it is more valuable for a student to concentrate on the current work. Whenever possible, homework tasks and resources will be posted on the Department section of the VLE or by using Assignment Manager.

HOMEWORK TIMETABLES

All year groups have a homework timetable which is copied into their planners. The number of homeworks and recommended time to be spent on each subject will vary according to the particular year group. A copy of the timetable can be found in Section 5.5.1 of the Staff Handbook.

YEARS 7 - 9: three to four subjects per night. Maximum time: 30 minutes per subject.

YEARS 10 & 11: All subjects will set regular homework as necessary. All option subjects should set homework after every lesson with one task being of a written nature and the other being of a reading/learning nature. Maths and English homework days are designated on the Homework Timetable.

The pupils will be made aware that, in their examination year, there may be times when a subject will need to allocate more time in order to fulfill non-examined assessments (NEA) requirements. Thus, there may be a concentration of work needed for a NEA, but teachers have a flexible approach to help boys manage their time in order to hand in their best work.

Guidelines for Homework

To help pupils to complete their homework a set of guidelines are contained within the Student Planner. Form Tutors will regularly refer to these to help pupils who are experiencing difficulty with homework.

How should I do my homework? (Excerpt from Student Planner)

Find a tidy place to work; a messy desk equals a messy mind!

Turn off the TV. Some people work better with music, some don't
Use your planner, so you know when to expect homework
Organise your time, don't leave everything to the last-minute
Do certain tasks over a couple of nights. Learn for your maths test on Monday, then test yourself on Tuesday
Don't begin straight after school when you're tired. Have a break first.
Don't start too late though or you won't have time to have a social life
Make the most of local resources - the College library, public library and the Internet are great sources of information
Reward yourself for working hard
Try to work for 45 minute stretches taking 15 minute breaks

Years 7-9

Parents are expected to sign the planners on a weekly basis for all pupils in Years 7-9 as confirmation that homework has been completed. In Year 7, a parent should sign all homework assignments. In the first month of Year 7, pupils should spend no more than 20 minutes on a piece of homework as pupils and parents acclimatise to the new homework expectations at Salesian. Parents are encouraged to sign at the end of a piece of work if pupils have not completed the work set in the allocated time to inform the subject teacher.

ROLES AND RESPONSIBILITIES

Teachers, parents and pupils all share responsibility in ensuring that homework is completed successfully.

Teachers

- Ensure that pupils have full details of their homework written neatly in their planners
- Pupils have all the information they need to do the homework
- Homework is set regularly, on the day fixed in the homework timetable
- Homework is marked in such a way that the pupil understands what they have to do to continue to make progress

Parents

- Ensure the pupil has a quiet place to work
- Help pupil to manage their time and complete work to the best of their ability
- Check planner and sign as appropriate

Pupil

- Write full details of their homework in their planner
- Make sure they have all the information and equipment required
- Do the homework to the very best of their ability
- Find out about any homework they have missed and catch up if they are absent
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