

Ormiston Forge Academy

Homework Policy

July 2017



Approved by the Senior Leadership Team under powers delegated by the Governing Body:
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1. Rationale

This policy statement has been produced on the basis of consultation with staff. It is designed to provide a coherent framework from which departments can develop a consistent and effective approach to homework taking into consideration students of all ages and levels of ability.

At Ormiston Forge Academy we believe that homework is important in:

1. Reinforcing positive attitudes to work
2. Encouraging self-organisation and self-discipline
3. Reinforcing, broadening and extending the academy curriculum
4. Developing home/academy partnership
5. Preparing students for life opportunities and experiences

2. The Purpose of Homework

At Ormiston Forge Academy we believe that homework serves to develop regular study skills and the ability to complete assignments independently. The academy uses Show My Homework (SMHW) to set and monitor homework.

We believe that completing homework is the responsibility of the student, and as students mature they are more able to work independently.

Parents play a supportive role through encouraging the use of SMHW to monitor homework set, monitoring completion of assignments, encouraging students' efforts and providing an environment conducive to learning. Parents that do not have regular internet access will be supported by the academy where necessary.

Homework contributes toward building responsibility, self-discipline and lifelong learning habits. It is the intention of the teaching staff to assign relevant, challenging and meaningful homework assignments that reinforce classroom learning objectives. Homework should provide students with the opportunity to consolidate new learning, apply their new skills and knowledge and develop independence.

3. Principles underlying the homework policy

- Homework should be carefully planned and be an integral part of ensuring progress.
- Homework should be differentiated where appropriate to meet the needs of individual students.
- Students should be adequately prepared for the completion of tasks set.
- Homework should be issued to all year groups, in all subjects and to all students.
- Homework should be issued in appropriate quantities and completion dates should be both clear and reasonable.
- Homework set should be available to those with parental responsibility at any time through SMHW.
- Homework should be recorded by staff through SMHW.

4. Types of Homework

Homework tasks should be set to reflect on-going class work across the curriculum. The list below is not exhaustive.

Homework can take the form of:

- A specific self-contained project, exercise or task, based on previous class work.
- Further examples of tasks undertaken in class, designed to reinforce what has been learned
- Reviewing, and, if appropriate, memorising what has been learned in class
- Follow-up work to assessment, ensuring that the student learns from errors
- Individual planning of a programme of homework/study. This is seen as a key study skill, central to the successful organisation and completion of homework programmes.
- Researching at home or in libraries using a variety of sources including ICT.

It is envisaged at Ormiston Forge Academy that the level of independent work expected will increase as students move through the academy

4.1 Frequency of homework

Homework set should be to benefit the progress of students, and not to fit a homework timetable. To that end, homework will not necessarily be set once per week, per subject, but rather as determined by the class teacher. However, guidelines for the general expected frequencies are outlined below, and it is the responsibility of the subject leader to quality assure whether homework is being set to an appropriate frequency within their department. Quality assurance can be managed through the reporting feature of SMHW.

Homework, including deadlines, is available to be viewed by all staff, students and parents through SMHW.

Actual time required to complete assignments will vary with each student's study habits, academic skills, and selected course load. If you feel that your child is spending an inordinate amount of time doing homework, you should contact your child's teacher or progress year leader.

Guidance of time spent on homework per week:

Key Stage 3 - 30-45 minutes per subject

Key Stage 4 - 1-2 hours per subject

Key Stage 5 - 2-5 hours per week including independent study time per subject

Guidance of frequency of homework being set by staff:

A half term generally consists of between 5 and 8 weeks. For subjects that see students once per week, between 3 and 6 pieces of homework might be set, depending on the length of the half term. For subjects that see students more than once per week, between 5 and 8 pieces of homework might be set.

This will ensure that teachers can set purposeful homework at appropriate times, rather than setting homework to simply meet requirements of a homework timetable. Subject leaders are expected to monitor the frequency of homework being set, keeping in mind the length of the half term, and should intervene where they feel opportunities to extend learning are being missed through lack of homework.

5. The Role of Staff – setting homework

Subject Teachers

Subject teachers are responsible for setting homework and marking it, giving feedback on how to improve and celebrating effort and understanding. This should follow the academy's guidelines for Assessment for Learning. Subject teachers should ensure that the homework they set extends or consolidates learning, and that students are clear on the expectations for each piece. Subject teachers must record homework electronically through SMHW and should also ensure that students have recorded their homework in their planners. While subject teachers will praise students for the consistent return of homework, they will also follow the whole academy policy on the non-return of homework.

Subject Leaders

Subject leaders are responsible for quality assuring the quality and quantity of homework being set in their departments, and having professional conversations regarding this where necessary. Quality assurance should be managed through the SMHW reporting tool. Subject leaders will coordinate their departments to plan, prepare and implement realistic and manageable programmes of homework. Subject leaders are also responsible for overseeing the delivery of homework within their subject area and enforcing homework completion through the behavioural management system.

The Progress Teams

Progress tutors will provide support, by discussing the importance of homework with individual students during learning conversations, classes and parents through the PSHE programme and parent/guardian contact. Progress tutors will also monitor the use of SMHW and student planners with members of their form and have learning conversations where necessary.

The Success Centre

The Success Centre supports the academy's Homework Policy and can assist departments through:

- Collaborating with subjects on any aspect of homework provision
- Collaborating with subjects on differentiated homework provision
- Collaborating with subjects on homework provision for Higher Attaining Students
- Providing advice and support for parents and students on request
- Participating in supported study homework classes

The Senior Leadership Team

SLT will provide support for the development of homework programmes in subjects in terms of time and resources. The SLT will also take responsibility for informing parents of the whole academy policy through the use of the academy website. SLT will also provide support through the detention system as a sanction when subject detentions have not been served.

6. Role of Parents / Carers - Checking homework

Parents can find out about the homework that should be completed by checking SMHW. They can also look at the homework section of the planner, where students record homework.

If there is a reason that the academy are not aware of which would interfere with a child completing homework, parents should inform the progress leader for their child's year group immediately, so that staff can support the child accordingly.

7. Role of students – Detentions and Homework Club.

7.1 Students are expected to complete the homework set every week. This can be done at home or in the academy Homework Club, which runs Tuesday-Thursday in the library, supported by City Year staff.

There is clear correlation between progress and the completion of homework. As a result the staff at Ormiston Forge Academy feel that completion of homework is essential if students are going to achieve well.

7.2 Sanctions for incomplete homework are as follows:

One occasion of incomplete homework: 15 minute directed break/ lunchtime/ after school supervised by subject teacher, to be served on that day.

Second occasion of incomplete homework or failure to attend subject teacher detention: 30 minute departmental or faculty lunch/ after school detention supervised by Subject Leader or equivalent.

Third occasion of incomplete homework or failure to attend previous detentions: 1 hour after school detention supervised by subject leader or equivalent.

Four or more occasions of incomplete homework or failure to attend previous detentions: 1 hour SLT detention.

If lack of homework continues to be an issue, or there is a known issue preventing students from completing homework, progress year leaders will speak to the students involved to put a support plan in place.

See (13) for a detailed outline of the sanction ladder for incomplete homework.

8. Reporting to Parents

Completion of homework will form part of the learning profile given during grade runs, including reports. Teachers should then make specific comments in reports where necessary. Progress tutors may also comment on homework completion where necessary, based on clear and concise information supplied by departments and information about homework completed on the behaviour monitoring system.

If students are not completing homework parents will also be informed and asked to support the academy in the importance of completing homework.

9. Monitoring and Evaluation

Homework will remain an important feature of the whole academy and subject development plans. The senior leadership team will be responsible for monitoring the implementation of the policy across the academy and for identifying and disseminating good practice.

Evaluating the policy will involve consultation with all stakeholders. All staff should be involved in monitoring and evaluating the effectiveness of homework programmes.

10. Homework Club

Homework clubs runs Tues-Thurs until 4.30 in the library, supported by City Year. Students can access Show My Homework and complete their work accordingly. Homework club may be used as a sanction by the pastoral team if homework is an issue for a student across a number of subjects, but it is generally a voluntary facility which students are encouraged to use.

11. Homework provision for Higher Attaining Students

The needs of Higher Attaining will more effectively be met when the child is:

- Encouraged to undertake personal research
- Given opportunities to follow personal interest pathways
- Given access to resources in academy and the wider community
- Given opportunity to work alongside similar ability students
- Given an element of control over nature of homework activity
- Given opportunity to present findings to peers
- Allocated extra time to enable in-depth study
- Supported through teacher direction/guidance toward next steps
- Rewarded/praised for independent study

Staff members are encouraged to differentiate homework where appropriate, and to consider the style of homework set for higher attaining students.

12. Expected and Good Practice

The following practice is expected from staff at the academy:

- Homework is set regularly to all year groups taught, in line with the 'Frequency of Homework' guidelines (4.1)
- Homework set is purposeful and supports progress
- Homework is recorded on SMHW for students and parents to view
- Staff advise students to record homework in their planners
- Homework is marked in line with the AFL policy
- Non-completion of homework is dealt with according to guidelines given (7.2)

The following guidelines are recommended as good practice regarding homework.

- Homework is issued at the start of the lesson
- Homework is seen and signed by parent/guardian
- Return and non-return of homework is recorded by class teacher
- Pupils are rewarded/praised for consistent high standard of homework
- Pupils are rewarded/praised for consistent return of homework
- Pupils are rewarded/praised for consistent high level of effort shown in homework

13. Procedures to be followed when homework has not been completed / returned

Sanctions KS3 and KS4

All instances of non-completion of homework must be recorded by teaching staff on the behavioural system. When a 30 minute or 1 hour detention is required, a detention will be added for the allocated department detention day. A detention letter will be generated which will be sent home.

Sanctions are as follows for KS3 and KS4:

Homework Offence	SIMS Action	Explanation of Sanction
Failure to submit homework	Homework 15 minute detention.	15 minute directed break/ lunchtime/ after school supervised by subject teacher, to be served on that day (or next day if same day is not possible).
Failure to submit homework on more than one occasion OR	Homework 30 minute detention (subject/ faculty)	30 minute departmental or faculty after school detention supervised by subject leader or equivalent. For Failure to submit homework on more than one occasion, a student's homework record will 'refresh'

Failure to attend 15 minute detention (subject/ faculty)		each half term.
Failure to attend 30 minute detention (subject/ faculty)	60 minute detention (subject/ faculty)	1 hour departmental or faculty after school detention supervised by subject leader or equivalent.
Failure to attend 60 minute detention (subject/ faculty)	SLT detention	1 hour SLT detention after school on Friday.

14. Appendices – Letters Home

App.1

Detention Letter

Ref: OFA/YSR/LKY

Date

Home Address

Dear,

Student Name Reg Group:

It is with regret that I am writing to inform you that due to RO2 Failure to attend 15 minute detention (subject/faculty) **which took place during week beginning** _____, I intend to keep your child for a period of 30 minutes. This will take place on _____ from 15:15 to 15:45 in room _____.

Please can you stress the importance to your child of attending this detention and make alternative arrangements for him/her to return home after the session. I would ask for your full co-operation in this matter.

If there is any reason why your child is unable to attend the detention at this time, please could you inform the school at your earliest convenience.

Yours sincerely,
