



# **Saint Aidan's Church of England High School**

## **Homework Policy**

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## **1 Purposes of Homework**

- To encourage and develop self-discipline in the completion of regular independent study.
- To consolidate, extend and reinforce knowledge and skills developed in lessons.
- To prepare for tests and examinations.
- To give students experience of working on their own and develop a sense of responsibility and commitment to their own learning.
- To foster the school/home link in the learning process as partners in education.

## **2 Principles Underlying the Homework Policy**

- Students must take full responsibility for their homework and should be supported by their parents/carers.
- Homework should be issued in appropriate quantities, and completion dates should be both clear and reasonable, taking into account home environment, family obligations and extra-curricular activities of students.
- Homework should be a carefully planned and integral part of a programme of study. It should not be seen as an “add on” or a dispensable extra.
- Homework should match the needs and abilities of the students it is intended for.
- Homework should promote opportunities for consolidation and extension.
- Homework is related to current work and where possible should be stimulating and challenging.

## **3 Types of Homework**

Homework tasks can take many different forms including the use of ICT, especially tablets, as all students have access to their own or a school loaned tablet. Whilst there are too many different homework tasks to list most will fall into the three categories below. A selection of examples has been included under each of the headings.

Practice exercises – providing students with opportunities to apply new knowledge, or review, revise and reinforce newly acquired skills. Examples include:

- Consolidation exercises, e.g. memorisation of tables in Maths;
- Practising for mastery, e.g. spelling words;
- Revising information about a current topic;
- Practising words or phrases learned in a modern foreign language.

Preparatory homework – providing opportunities for students to gain background information on a unit of study so that they are better prepared for future lessons, including:

- Background reading;
- Reading e.g. English text for a class discussion;
- Researching a topic for a unit of work or lesson;
- Collecting items e.g. ingredients for a food and nutrition lesson.

Extension assignments – encouraging students to pursue knowledge individually and imaginatively to broaden their knowledge of a subject or develop an area of a topic that they are personally interested in. Examples include:

- Making or designing something e.g. an art work;
- Researching e.g. history of WWII project or local news;
- Choice homework e.g. choose four homework tasks from the sheet and complete;
- Extended projects e.g. adopt a US State in Geography;
- Information and retrieval skills e.g. using the internet to find material on a topic.

## **4 School Practice**

### Guidelines

- Homework should be set in all subjects as indicated in the published homework timetable.
- Homework should be varied.
- Homework should be set using Synergy and checked off when completed.
- Whenever possible the homework should be a discrete piece of work.
- Students in Year 7 should complete approximately 45 minutes of homework each evening. This amount will increase as students' progress through school with Year 10 and 11 students completing up to 90 minutes of homework each evening.
- Homework will not be set for the next day; the usual time period will be at least one week.

### Homework Timetable

- In May a draft homework timetable for the following year will be compiled by the Assistant Headteacher (Curriculum) for agreement by the Heads of Departments.
- In June a copy of the homework timetable will be issued to all students through Synergy.
- A copy of the most up to date homework timetable is available for parents/carers to view on the relevant year group page on the school website.
- Some subjects (in the Humanities, Creative Arts and Technology and Computing faculties) will set homework sporadically but will provide a 3 week period for completion allowing students more time to plan their homework.

## **5 Roles and Responsibilities**

### Students should:

- Check Synergy regularly for details of homework set.
- Be responsible for the completion of all homework tasks set.

### Form Tutors should:

- Issue homework timetables at the start of the school year in June.
- Check Synergy for any recorded issues of incomplete homework (H1 or H2).
- Refer any difficulties to the Head of Year.

#### Subject Teachers should:

- Set, mark and record homework according to school policy and homework timetable, ensuring that homework is always set on the designated day.
- Put a record of all homework set on Synergy for parents and students to see.
- Ensure that homework is done regularly, promptly and to the best of the student's ability.
- Follow school policy when homework is not completed or late, in the first instance dealing with the issue themselves.
- Record missing, incomplete or unsatisfactory homework as an H1 or H2 on Synergy:
  - H1 may be given for missing, incomplete or unsatisfactory homework, giving -1 behaviour point.
  - H2 should be given if a student's homework is regularly missing, incomplete or unsatisfactory, giving -2 behaviour points.
  - A student should be asked to complete or re-do missing or unsatisfactory work. This may be at the end of the lesson (where possible), at home or at another time. Where another time (normally break or lunch) needs to be arranged to ensure that missing homework is completed this can be recorded along with the H1 or H2 on Synergy.

#### Parents should be encouraged to:

- Regularly refer to the homework timetable issued in June.
- Regularly monitor the student's work and Synergy.

### **6 Monitoring of Homework**

It is the responsibility of every Director of Faculty or Head of Subject to:

- Monitor the setting, marking and recording of homework within their subject area;
- Deal with any homework concerns according to school policy;
- Inform Form Tutors of students who persistently do not complete homework;
- Inform parents of students who persistently do not complete homework.

## **APPENDIX A**

### **CHECKLIST FOR HELPING YOUR CHILD WITH HOMEWORK**

#### **Show you think Education and Homework are important:**

- Set a regular time every day for homework.
- Ensure your child has paper, books, pencils and other things needed to do assignments.
- Set a good example by reading and writing yourself.
- Stay in touch with your child's teacher.

#### **Monitor assignments:**

- Do you check Synergy to monitor the homework your child is being given?
- How long should your child be spending on their homework each day?
- Do you know how the teacher wants you to be involved?
- Do you see that assignments are started and completed?
- Do you read the teacher's comments on assignments that are returned?
- Is TV viewing or surfing the internet cutting into your child's homework time?
- Do you check Synergy to see if homework is being completed? A reward (R1) or sanction (H1 or H2) may be given for missing or incomplete homework. H2 sanctions indicate that your child is regularly failing to complete homework properly.

#### **Provide guidance:**

- Understand and respect your child's style of learning.
- Does (s)he work better alone or with someone else? Does (s)he learn best when (s)he can see things, hear them, or handle them?
- Help your child to get organised. Does your child need a calendar or assignment book or a bag for books and a folder for papers?
- Encourage your child to develop good study habits (e.g. scheduling enough time for big assignments; making up practice tests).
- Do you talk with your child about homework assignments? Does (s)he understand them?
- Do you and your child talk about plagiarism and its consequences?
- Do you talk with your child about online safety? This may be important when your child has to use the internet to complete homework. Information and links to useful websites are available on the school website under the Parent Support section.

#### **Talk with someone at school when problems come up:**

- If a problem comes up, do you contact the teacher?
- Do you contact your child's Form Tutor to try and work out a plan and schedule to fix homework problems?
- Learning Plus is available after school every night of the week to support homework completion. There is a member of staff available to help and there is access to computer and printing facilities.

## **APPENDIX B**

### **FAILURE TO COMPLETE HOMEWORK**

Any system to ensure the completion of homework must ultimately involve working in partnership with parents/carers and the students involved.

The following system should be used as a guide to ensure a consistency of approach across all faculties once a class teacher has exhausted all of his/her powers of persuasion:

1. If a student fails to complete a homework by the specified deadline a teacher should record this on Synergy as an H1 or H2.
  - H1 may be given for missing, incomplete or unsatisfactory homework, giving -1 behaviour point.
  - H2 should be given if a student's homework is regularly missing, incomplete or unsatisfactory, giving -2 behaviour points.
  - A student should be asked to complete or re-do missing or unsatisfactory work. This may be at the end of the lesson (where possible), at home or at another time. Where another time (normally break or lunch) needs to be arranged to ensure that missing homework is completed this can be recorded along with the H1 or H2 on Synergy.

An H1 can also be used when marking homework if the teacher feels the work is lacking in effort and quality when compared to the students' ability.

2. Should a student fail to take any of the chances given to complete missing homework, including attendance at break time or lunchtime to complete it, an after school faculty detention should be given (as per the school behaviour policy which should be followed at this point). This will be recorded on Synergy by the class teacher and will be communicated home by text.
3. If the homework matter persists, the DTL or Head of Subject should be informed and they will then intervene to try and resolve the matter.

Non-completion of homework will be monitored by the Form Tutor through Synergy. Students that are accumulating a number of homework sanctions on Synergy in one or across a range of subjects will receive appropriate intervention from the Form Tutor. This may involve placing the student on a homework monitoring card, writing or phoning home to speak with parents/carers or a referral to attend Learning Plus after school.

Where a student fails to respond to the intervention from a Form Tutor a referral should be made to the relevant Head of Year.

The aim of this system is to ensure students value and complete the homework set by subject teachers. It is not a means of punishment. Once students have completed the necessary homework the matter should be resolved and students allowed to continue with their school day.