



# Cardinal Heenan Catholic High School

## Homework Policy

Key staff:	P Capstick
Key governor:	
Last reviewed:	Oct 2015
Approved by Governing Body:	<i>A Tremarco</i>
Date:	
Due for renewal:	

## **1. Rationale**

This policy statement has been produced to provide a coherent framework from which all departments can develop a consistent and effective approach for pupils of all ages and levels of ability. It is essential to read it in conjunction with the school's Marking and Feedback policy.

Homework is seen as one of the principal ways in which pupil achievement can be raised.

The benefits of doing homework must be instilled at an early age in all pupils so that independent home study becomes routine.

### **Policy Development**

This policy was ratified after a thorough consultation process. This included analysis and discussion of the school's provision of Homework with five classes, one from each year group in KS3, 4 and 5. The opinions of pupils was sought. Parents were invited to participate in the consultation process, studying the existing Homework policy and Homework provision and feeding back their ideas and suggestions.

### **Aims**

- To enable pupils to understand that independent learning is vital to achieving success
- To give every pupil the opportunity to fulfil their potential
- To instil in all pupils the habits and importance of life-long learning
- To provide training for pupils in planning and organising time
- To promote a responsibility for learning within each pupil

### **Effective Homework**

For homework to be effective it has to be stimulating and challenging whilst being supported through the quality of the teaching and learning occurring in a classroom. In "How Good is Our School?" (SOEID, 1997) performance indicator 3.1, Quality of the Teaching Process, makes specific reference to homework :

- "Range and appropriateness of teaching approaches, including the use of homework:
- "Teaching approaches are suitably varied with appropriately chosen activities and learning experiences. Homework is used effectively."

For obvious reasons that this policy should not be seen in isolation but as an integral part of the learning and teaching in Cardinal Heenan Catholic High School. This policy is of central importance in raising attainment and the quality of the educational experience we provide to pupils and parents.

## **Cardinal Heenan Catholic High School Homework Policy**

### **2. Purposes of Homework**

- To encourage and develop self-discipline, study habits and a range of skills in planning and organising time
- To allow for the reinforcing, extending and consolidating of work done in class

- To give pupils experience of working on their own and to develop in pupils a sense of responsibility and commitment to their own learning
- To involve parents/carers as partners in education
- To help prepare pupils for test/examinations
- To further challenge and extend gifted and talented pupils
- To provide focused and sustained support for less able pupils

### **3. Principles Underlying Homework Policy**

Pupils 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 account of home environment and extracurricular activities of pupils, including family and cultural obligations

Homework should be a carefully planned and an integral part of controlled assessments

Homework should not be seen as an “add-on” or a dispensable extra

Homework should match the needs and abilities of pupils

Homework should promote opportunities for consolidation and extension

Homework should be related to current work and where possible be stimulating and challenging

Pupils should be adequately prepared for the completion of tasks set

Homework should involve all members of each year group

Homework should not be restricted to certain subject areas. It should reflect the breadth and balance of the curriculum. If we do not challenge all we challenge none

### **4. Types of Homework**

Homework is a broad church. It can – and should – cover a wide range of activities:

- Practice exercises – providing pupils with the opportunities to apply new knowledge, to review, revise and reinforce newly acquired skills
- Consolidation exercise e.g. maths, including memorisation of tables
- Practising for mastery e.g. spelling words
- Revising information about a current topic
- Practising words or phrases learned in a language other than English
- Reading for retrieval or pleasure
- Essay writing
- Preparatory homework – providing opportunities for pupils to gain background information on a unit of study so that they are better prepared for future lessons
- Garnering ideas for class discussion
- Researching topics for a class unit of work

- Collecting items e.g. geometric shapes, newsletters from churches
- Extension assignments – encouraging pupils to pursue knowledge individually and imaginatively, including:
  - writing a book review e.g. a book review
  - making or designing something e.g. a piece of art work
  - investigations e.g. science, social science
  - researching e.g. history, local news
  - information and retrieval skills e.g. using a home computer to find material on the internet
  - monitoring e.g. advertising in particular newspapers

The school, however, should show regard for equity issues when setting homework that relies upon the use of technology. Pupils who do not have access to such technology at home should not be disadvantaged.

## **5. School Practice**

### **Leadership Team**

SLT must ensure that the development of homework programmes in departments is formally monitored and evaluated.

SLT must ensure, in co-operation with staff, that a programme of study skills is developed:

- Within PSHE
- Across the curriculum in subject specific areas
- Through Supported Study

The SLT will take responsibility for informing parents of the whole school homework policy in Cardinal Heenan Catholic High School.

The SLT will inform parents of:

- The aims of the homework policy
- The use of SMHW
- The use of the Student Planner
- How best they can support their child's study. There will be a programme for parents to come into school to see how their children learn and how best to support that learning.

### **Departments**

Departments should include within departmental handbooks brief statements of departmental homework policy, consistent with whole-school principles and practice.

Departments must plan, prepare and implement realistic and manageable programmes of homework, maintain accurate records of completion and non-completion of homework, record homeworks set on SMHW. Where appropriate all teaching staff will make reference to homework when reporting orally, or in any other way, to parents.

The Headteacher must ensure that:

- The whole school policy is embedded firmly in departmental provision
- Regular monitoring and review of departmental provision takes place
- Teachers keep up-to-date records of assessment and homework completed.

## **Teachers**

Class Teachers should issue and monitor regularly homework undertaken by pupils whilst ensuring that instructions are stated clearly. Teachers should also ensure that homework issued is recorded by all pupils in the pupils' Planners and logged on SMHW.

## **6. The Role of Parents/Carers**

See Appendix A for information and the handout given to all parents/carers.

## **7. The Role of Pupils**

At every stage, pupils should be encouraged to recognise the value of homework and made fully aware of its capacity to improve learning.

Pupils are responsible for completion of homework to the best of their ability and on time.

Pupil should be encouraged to plan their programmes of study to ensure that their workload is as evenly spread as possible.

Pupils should be encouraged to seek appropriate support to ensure that they are able to complete tasks set for homework.

Pupils must record all homework tasks in their Planner.

## **8. Monitoring and Evaluation**

A continuous process of monitoring the effectiveness of the Homework Policy will be carried out by the Leadership Team through regular attendance at subject meetings.

SMT/HOY members will regularly check the use of pupil Planners.

A whole school evaluation of the effectiveness of the policy will be carried out annually. This should involve consultation with staff and a sample of parents and pupils. Where further good practice is identified, this will be shared across the school.

## **9. Failure to Complete Homework**

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

The following system should be used to ensure a consistency of approach:

1. If the pupil fails to complete the homework issued after the opportunity is given to do so, a detention will be issued giving the pupil time to complete the homework missed. This will be logged on Class Charts.
2. If homework is persistently missed the teacher(s) will contact the parent/carer
3. If the pupil is failing to complete homework across a number of subjects the Form Tutor will identify this through the use of Class Charts and become involved
4. If the parent/carer fails to respond to the school's warnings, then a referral should be made to the appropriate HOY for guidance who will intervene. This will involve writing or phoning the home and speaking to the parent/carer. The outcome of this intervention will be logged using Class Charts
5. If the above system fails to resolve the issue the matter should be escalated to the Senior Link for the year group

## **Appendix A**

### **Checklist for Helping Your Child with Homework**

#### **Frequency of Homework**

KS3		
Subjects timetabled for three lessons per week	Subject	Frequency of Homework
Subjects timetabled for three lessons per week	English Maths Science	At least once per week
Subjects timetabled for two lessons per week	Geography History ICT/Computing PE (No homework set until KS4) RE Spanish	At least once per fortnight
Subjects timetabled one lesson per fortnight	Art Design Technology Drama Food Technology Music	At least once every three weeks
KS4 (Y9-Y11)		
Subjects timetabled for between three and five lessons per week	Subject	Frequency of Homework
Subjects timetabled for between three and five lessons per week	English Maths RE Science	At least once per week
Subjects timetabled for at least two lessons per week (options)	Art Design Technology Drama Food Technology Geography History ICT/Computing Media Music PE Sociology Spanish	At least once every fortnight
KS5		
Subjects are timetabled for five lessons per week	All subjects	At least once per week

#### Importance:

- 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

#### Monitoring:

- Do you know what your child's homework assignments are? How long they should take?
- Do you know how the teacher wants you to be involved?
- Do you ensure that assignments are started and completed?

- Do you read the teacher's comments on assignments that are returned?
- Is anything cutting into your child's homework time?
- Do you check your child's Planner on a regular basis?
- Have you used SMHW?

**Guidance:**

- Do you understand and respect your child's style of learning?
- Does he work better alone or with someone else? Does he learn best when he can see things, hear them, or handle them?
- Do you 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?
- Do you 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 he understand them?
- Do you and your child talk about plagiarism and its consequences
- Do you encourage your child to read for pleasure daily?

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

- If a problem comes up, do you contact the teacher?
- Do you cooperate with the Form Teacher and your child to work out a plan and schedule to fix homework problems?

**This policy will be reviewed in September 2018**