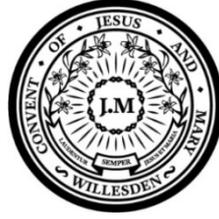


Convent of Jesus and Mary Language College

Homework Policy



With God's grace, we excel and lead.

At the Convent of Jesus and Mary Language College we set homework from Year 7-13. We ask you to support us in getting this work done since we believe it helps your daughter do her best. In addition to the library, a whole school study area is available, supervised by learning mentors, to support the completion of homework both at lunchtime and after school.

Reasons for Setting Homework

1. Students learn to work independently.
2. Students develop perseverance and self-discipline.
3. Students can use many kinds of information to research and investigate areas of special subject interest and enhance their learning e.g. television, books, libraries, other people and ICT.
4. Students practise and develop the skills they need to improve their performance and re-enforce learning.
5. Students are encouraged to read widely.
6. Students work at their own pace and ability level and are given work to challenge and extend learning.
7. Students finish off work already begun in class.
8. Students can use homework time to prepare and revise for the next lesson.
9. Students can develop revision skills
10. Students can enrich, extend and widen knowledge and where learning takes place.
11. Students can show how well a topic is understood and progress can be assessed.
12. Students can receive feedback and targets set.

Homework Timetables

In Years 7-11 homework timetables are organised by the Deputy Headteacher, to help the students spread their work throughout the week. The homework timetable is written in students' planners.

- Year 7 has 30 minutes per homework set
- Year 8 has 45 minutes per homework set
- Year 9 has 45 minutes per homework set
- Year 10 has 60 minutes per homework set
- Year 11 has 60 minutes per homework set

All subject departments set one piece of homework each week, and two are set in the core subjects of English, Mathematics, Science, RE (from year 9 onwards) and Languages. In Years 10 and 11 the amount of work needed outside the lesson depends on the combination of subjects a pupil actually does – but to do well in a GCSE subject, it would

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require a **minimum** of 2 hours for *each* subject *each* week. Organising when to do this work from year to year will help your daughter cope with examination work more successfully. Students in Year 12 and 13 have homework set as appropriate. Advanced courses should be set a minimum of three hours per week per subject followed.

In addition most GCSE courses require an element of controlled assessment, some of which will be prepared outside lesson time.

The student planner must be used to record homework, including 'none set' where homework has not been set.

Types of Homework

A number of different kinds of homework may be set and a balance of different types of homework is sought. Each department describes the type of work it might give to students to do through its own homework policy. In addition to homework tasks which may be set, extended projects which will have a longer timescale for completion may be set.

APPENDIX 1

How Can Parents Help?

1. Check that your child has written her homework in her planner. If you are not satisfied you can make an appropriate comment in the 'Parents' section. You may decide to write a letter or to telephone the school.
2. Supervise the completion of homework and comment on work and performance. Show you are interested in her studies.
3. Get directly involved in learning activities – help in revision/timetable/research.
4. Have books and reading materials at home.
5. Reduce television watching.
6. Make sure your daughter has the equipment she needs.
7. Provide stimulating experiences/trips.
8. Encourage your child to join the local library and use it regularly and to make use of the resources available at the school.
9. Give your child time, quiet and space in which to do her work away from possible distractions.
10. Support us in setting sanctions for missing or poorly presented homework. These should be recorded in your daughter's planner.
11. If you are worried about a particular subject, get in touch with the subject teacher in the first instance via the school office.

Guidance for Staff

Responsibilities

Classroom Teachers set homework in line with the published timetable. This needs to be marked, graded where applicable and clear targets for improvement using the WWW/EBI system must be set. Where homework has not been completed a 30 minute detention is set.

Curriculum Leaders check that homework is set, monitoring the amount and quality of the work set, as well as the quality of marking. Work samples should be carried out regularly and as part of the classroom observation and calendared reviews/work scrutinise process. Where homework has not been set they follow this up with the relevant teacher.

Form tutors check that homework has been set in line with the published timetables. Where this is not the case they follow up via email with the relevant Curriculum Leader, copying the Year Curriculum Leader into the communication.

Year Curriculum Leaders carry out weekly sampling exercises and report their findings to the Deputy Headteacher responsible for homework. They also follow up with form tutors where homework has not been set and this has not been challenged.

The Deputy Headteacher in charge of homework conducts weekly sampling exercises, monitoring both the regular setting of homework and the quality of its marking. Concerns are raised with the relevant Curriculum Leaders and followed up.

Marking Guidance

Departments must correct written work with marks, levels or grades and add written comments where these can be made.

Homework must be marked on a regular basis and feedback provided.

Targets must be set and the WWW/EBI system used.

Curriculum targets should be set to support progress.

Opportunities for self and peer assessment should be provided.

Sanctions must be applied for non-completion of homework work and rewards for good work in line with school and departmental policy.

Departmental Strategies for Managing Homework

Some suggested strategies:

- Students have planners on their desks at the start of the lesson.
- Homework is set by teachers and recorded by students early in the lesson.
- Teachers check homework has been recorded by students in planners as they move around the classroom.
- Teachers use LSAs to check homework has been recorded in planners by the students.
- Department members share the supervision of homework detentions on a rota. Where possible, support should be provided for students during the detention.
- Detention for failure to complete homework should be half an hour.
- If for some legitimate reason a teacher does not set homework on a homework day, this should be recorded with the phrase "None Set" by students in their planners to aid monitoring the setting of homework.
- Where possible homework should be posted on the VLE (Fronter).
- Homework should be linked to learning strategy.
- Teachers should liaise with the Enhanced Learning/EAL Department for support in managing homework.

Related Policies

- Assessment, Recording, Reporting
- Behaviour Policy
- Teaching and Learning