

Homework Policy

Achieving Good Quality Homework

The guidelines below have been drawn up by teachers at Cardinal Newman. They represent a sharing of ideas and experience. We hope that you will find them useful.

1. In the Beginning....

Explain from the outset the regularity of homework in line with departmental policy. Students should be given a clearly defined homework routine (i.e. work will be set on day y and collected on day x). Try not to deviate from this pattern. Students work better when they have a routine. This has been explained and emphasised to all students in Yr 6 at their primary school by members of staff involved in their induction.

2. Setting the Work....

Make sure that homework is given clearly and concisely to students. The task should be written on the board and staff should ensure that students copy it into homework diaries. Do not make it a last minute rush at the end of the lesson. Allow students time to think the work through - they should be given opportunities to ask questions. This process may be helped if homework is set at the beginning of a lesson instead of at the end. Work should be set which is in line with departmental policy and should be a planned part of the scheme of work.

Be aware of the need to differentiate. Students should be set homework commensurate with their ability. They should feel that the work is demanding and they should understand the purpose of what they are asked to do. In certain cases good work may be generated by negotiating titles with individual students.

Think about the marking which your homework will generate. Control your own workload by setting a variety of different forms of work during the week.

Be precise about the day on which you will be collecting the work, make sure the students put this in their diary.

3. Collecting the Work....

Be firm about collecting work. If you have asked for it on day x you should collect it on day x. Do not move deadlines - students will

soon ignore yours and set their own. Students who do not meet deadlines should be quickly followed up. There are various sanctions: verbal warnings, letters home etc.

4. Marking and Assessment....

Use the assessment system outlined in the School Handbook. Check that students are delivering their best work and not underperforming.

Be fair. Praise excellent work via letters home, written and spoken comments. Comments should outline the nature of the achievement represented by a particular piece of work. They may also be used to define skills which appear to be in need of further development.

Be consistent. Work which is below standard should be rejected. Chase late work and missing assignments. Students who miss two assignments in a half term, for no apparent reason, should automatically receive a green "Y3" which notifies their parents. If a problem persists after three weeks and progress is still not being made call the student in for an interview with the Subject Leader

If it persists then write to parents and call them in for an interview.

Share your assessment criteria with students. They want to do well! Discuss their homework diaries with them and use these discussions as a means of helping students to develop better work patterns.

Discuss pieces of work with colleagues. Share ideas about marking through formal and informal crossmoderation of work at departmental meetings.

5. Recording and Reviewing....

Establish a programme for reviewing and evaluating the success or otherwise of particular homeworks. Homework assignments should be an integral part of the learning process - they should not be set merely for the sake of filling space or time.

Homework Guidelines For Subject Leaders

The guidelines below have been drawn up by the working party on Homework Policy.

1. Subject Leaders should establish a clear Departmental Homework Policy. This should be updated when necessary and should be in line with school policy as outlined in the School Handbook. The Policy

should contain:

- (a) A statement of the aims and purposes of the homework set by that Department
- (b) A statement of how many hours per week students should spend on homework specific to that Department
- (c) A statement of the Department's policy for assessing homework
- (d) Examples of the sorts of activities which homeworks in that subject might be expected to include

The Policy document should be made available to the Department on the first day of the academic year.

It should be consulted and referred to regularly by all members of the Department.

2. Subject Leaders should monitor the setting and marking of homework through establishing regular meetings with subject teachers. There should be opportunities for members of the Department to meet, share ideas and standardise approaches to the setting and marking of homework.

3. The Department's Homework Policy should be supported by the development of appropriate resources relevant to specific year groups/syllabuses etc.

4. Teachers new to the Department should be given opportunities to meet with the Subject Leaders in order to discuss homework issues. These meetings may include opportunities for teachers to standardise their marking through the moderation of students' work.

5. Subject Leaders will be asked to contribute to the updating of the KS3 and KS4 Parent Guide:

Supporting Student Learning.

Homework Objectives

- 1. To encourage students to develop the practice of independent study.
- 2. To develop perseverance and self-discipline.
- 3. To encourage students to have self-awareness, self-

confidence and initiative.

4. To enable students to learn through the practice of skills acquired in the classroom.
5. To permit more rapid progress to be made by each individual; to promote quiet reflection on the work covered in the lesson.
6. To enable classwork to concentrate on those activities requiring the teacher's presence.
7. To encourage students to investigate topics of study in depth, particularly through the use of effective follow-up questions.
8. To open up areas of study and to make possible the use of materials and sources available outside the classroom.
9. To encourage students to enjoy the skills, concepts and experiences related to each subject.
10. To encourage students to talk, discuss and research using the rich variety of resources which our community can provide.

How Much?

It is not just the time spent on homework that is important. It is the pace, the vigour, the interest and the effort which are important.

Year 7 6 hours per week

Year 8 8 hours per week

Year 9 10 hours per week

Year 10 12 hours per week

Year 11 15 hours per week

Years 12 - 13 6 - 7 hours per subject per week