

COWLEY INTERNATIONAL COLLEGE



HOMEWORK POLICY

Status	NON STATUTORY
Responsible Person	Wendy Hale
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Introduction

This is the College's policy for the provision of homework to students and has been drawn up with guidance from the DfE. It is also recognised that parents and carers play a vital role in the education of their child and therefore it is important and valuable to have a good home-college partnership, in which a homework policy plays an important role.

Homework is defined as any work or activity set that students are asked to undertake outside of lesson time, either on their own or with the support of parents or carers. Homework does not necessarily have to be completed at home but can be completed in the students' free time in college and at after-school homework clubs. The college views work completed outside of lesson time as a valuable part of a student's learning.

Aims

The Homework Policy is intended to:

- meet the needs of all students at Cowley International College.
- enable students to understand that independent learning is vital to academic achievement
- ensure that homework an integral part of the curriculum provision and assessment cycle.
- facilitate a working partnership between the college and parents / carers.
- achieve a consistent approach to homework across the college which reinforces its importance

Purposes and principles of homework:

Homework at Cowley International College should;

- extend and reinforce classwork that is relevant to learning outcomes or contributes towards gaining qualifications/ accreditations
- be varied and manageable
- be challenging yet appropriate
- promote self-confidence and self-reliance
- provide possible indications of under-performance
- involve parents and carers in the learning process
- encourage and develop good organisational skills
- reflect the breadth and range of the curriculum

Current Practice

The College's Commitment to homework provision should ensure that tasks

- are linked to departmental learning programmes.
- are expected to be completed by all students to the very best of their ability.
- help to extend learning and hence to raise attainment.
- give students the opportunity to exercise initiative and develop research and independent study skills.
- shall be differentiated and appropriate to the needs of individuals.
- will be assessed regularly according to the general school marking policy.
- will be monitored regularly by;
 - subject teachers when assessing homework for effort and correctness.
 - Form Tutors when checking students' planners.
 - SMLT, HoD, HoA for quality and completion.
 - Referring to the Work Scrutiny documentation.
- are supported in the college by making time available for Form Tutors and HoA to monitor the recording of tasks by students;
- are able to be completed in the school library which is available for private study every lunchtime and after school four afternoons per week.

Types of Homework

Homework can take many forms and is dependent on the specific needs of the curriculum area and the needs of the students. Types of tasks may include the following;

- Specific tasks to consolidate or develop classroom learning
- Finishing off classwork
- Revision in preparation for an assessment
- Learning of newly taught materials or vocabulary
- Completing tasks on online platforms (e.g. MyMaths, Educake)
- Redrafting of classwork
- Extending reading
- Self-identified study where a student is having difficulty in a particular area
- Research on a particular topic
- Collection or collation of specific materials or resources
- Practice or drill e.g. speaking assessment, musical instrument
- Specific project or assignment

Guidelines for homework (for students, staff and parents/carers)

Students should:

- know when homework is set by each of their teachers and when it should be handed in.
- be set homework by the appropriate subject areas generally in accordance with agreed departmental homework cycles.
- have their homework marked and assessed regularly according to agreed departmental homework cycles
- be encouraged to view homework as an integral part of the teaching and learning process and the college assessment cycle.
- expect to be given advice and clear guidelines on how to complete homework set by their subject teacher.
- speak to their subject teacher if they have difficulty with the homework set in advance of the due date.
- record the homework set in their planners along with when homework is not set.
- complete the homework satisfactorily by the date set by the subject teacher.
- ensure their parent or carer signs their planner each week.
- spend 1-2 hours on independent study per night in Years 7-9
- spend 2-3 hours on independent study per night in Year 10-13

If students fail to complete homework, consequences will follow. These may include:

- Standards card signed
- SIMS points added to negative behaviour profile
- Being placed on departmental or whole college detention
- Departmental letter sent home to parents/carers
- Being placed on homework report
- Parents/carers being contacted directly by class teacher/form tutor /HOA

Students who complete homework and meet deadlines will;

- Receive praise from their teachers
- Be awarded SIMS points for positive behaviour profile
- Be given recognition for their progress in college reports to parents/carers
- Benefit from making progress in their academic studies

Staff should:

- establish high expectations with homework and its completion and that failure to do this will be treated seriously
- issue homework in conjunction with the departmental agreed cycle
- ensure homework is set at an appropriate time within the lesson and that students have time to understand the task set and it is written in the student planner (set or none set as appropriate each lesson)
- record homework set in staff planners
- praise students' homework that is completed well and on time with examples of good homework available
- try to avoid setting homework for the next day and when this is unavoidable, ensuring the task is manageable
- mark homework and give feedback within the departmental agreed cycle
- use student planners to communicate any issues with parents/carers regarding poor/non-completion of homework

HODs and Leadership team should:

- have a departmental statement on homework setting in their department that is commensurate with college policy
- have agreed homework setting arrangements for the different Key Stages
- monitor and evaluate the homework setting and homework quality in their department

Parents/carers can help with homework by:

- checking:
 - the student planner each evening for any homework set that day.
 - the homework is completed prior to the due date.
 - and signing the student planner each week.
- encouraging the student to do their homework in a quiet place.
- establishing a routine for homework e.g. setting a regular time each day for completion of homework
- chatting about the homework set with their daughter / son.
- testing work which was set to learn, e.g. a reading task or spelling task.
- encouraging the student to;
 - use dictionaries, atlases, encyclopaedias, other reference materials, on-line learning etc. (The use of the Internet should be monitored and only used for information or reference, not for the final homework).
 - use the college library at lunchtime and after college.
 - use the homework club after college.
 - attempt the homework on the day it is set.
 - responding to teacher communication regarding homework

Being 'Prepared to Learn'

In order for students to be able to learn and achieve their potential, they must be 'prepared to learn' each and every day. Completing homework is an important part of preparing for learning in college and examination success

Parents can assist the college in this by checking that students have all their equipment, books and completed homework for the next day.

ALL students must bring the following equipment into college every day.

- A bag - big enough to carry all equipment.
- Their planner.
- Exercise books/files/ILT that are due that day.
- A calculator for Maths and Science.
- PE kit on the days they have a PE or a Games lesson.
- Food Technology ingredients - according to the timetable.
- Art equipment – according to the timetable.
- A PEN.
- A PENCIL.
- A RULER.
- Items on extended list – glue stick/green pen/highlighter

General checks on equipment will be made during the week by Year Teams, form tutors and subject teachers. Pens and pencils will be available to buy each morning from the Year Team offices and in team time.

Addendum October 2020

In regard to 'Safe Practice Guide' implemented for staff and pupils whilst under COVID -19 restrictions, the above policy is amended as follows:

- Homework is set via TEAMS (ie electronically) whenever appropriate following the guidelines above
- If homework is set as paper copies of worksheets/tasks completed in books, then guidelines regarding the appropriate quarantining of work from submission to marking to return of work should be followed as set out in the 'Safe Practice Guide'
- Standards cards for recording the non-completion of homework are not in use for this period. Staff should record a C1 as recommended above.