

## Home Learning Policy for Y7-11

Home Learning is seen to make an important contribution to pupils' progress at school and can ensure that teaching time is used to maximum effect.

### The purpose of Home Learning is to:

- encourage pupils to develop the skills, confidence and motivation needed to study effectively on their own
- consolidate and reinforce skills and understanding developed at school
- extend school learning, for example through additional reading
- enable parents to be involved in supervising their children's learning and keep them informed about the work being carried out at school
- allow pupils to manage particular demands such as GCSE coursework

A Home Learning timetable is drawn up by the Assistant Headteacher (JL) at the beginning of the school year, after consultation with subject staff. As a rough guideline, Y7 - Y9 will expect about 1½ hours each evening and Y10 and Y11 between 1½ and 2½ hours each evening. In Years 10 and above, Home Learning will often be set over a longer period of time and it will be important that pupils plan their time carefully and carry out regular revision and wider reading.

### Parents can help in the following ways:

- providing a reasonably peaceful, suitable place in which pupils can do their Home Learning
- making it clear to pupils that they value Home Learning, and supporting the school in explaining how it can help them make good progress at school
- showing an interest in the work completed for Home Learning and giving praise when good work is produced
- when indicated (on-line) giving as much support as possible

Parents are expected to check their child's student planner regularly and sign it at the end of each week. The planner can also be used as a means of communication between parents and the form tutor.

## Sanctions

The following sanctions will come into operation when Home Learning is not handed in / completed on time:

1. The **first time** a Home Learning task is not handed in on time / completed a **verbal warning will be given** by the subject teacher.
2. The **second time** (for a particular subject) **departmental action** is taken and the Subject Leader involved. A note should be made in student planners so that parents, form tutors and pupils are aware.
3. The **third time** (for a particular subject within the year) a **recorded detention** is given and parents informed. The pupil will be placed on a daily report to the form tutor for a month, with the reports seen by the Head of School at the end of each week.  
**NB** A recorded detention must not be given for missing a departmental detention – action must have been taken at departmental level to try to rectify the problem.
4. The **fourth time**, further **departmental action** would be taken, working to rectify the problem.
5. The **fifth time**, a **recorded detention** would be given.

On all subsequent occasions stages 4 and 5 are repeated.

## Home Learning Policy for Upper School Students

Year 12 and Year 13 students are expected to study for between 15-18 hours a week in addition to their timetabled lessons. Each subject should set weekly Home Learning that will take on average 3-4 hours to complete.

### Guidance for Home Learning:

- Each subject should aim to set at least one piece of Home Learning, that is marked, each week.
- If Home Learning is the completion of coursework, then weekly target deadlines should be set and checked by the teacher to ensure they are being met.
- There should be at least 2 exam-type assessments set each term that are returned to the students with formative comments.
- It is advisable to check each student's book or folder every term as a check to ensure work is complete and up-to-date.

## Please follow the procedure below if a student fails to complete Home Learning on time:

1. The first time a student fails to meet a deadline, the subject teacher should speak to the student and set an alternative deadline. If the student fails to meet this, then the SL must be involved.
2. The second time a deadline is missed, departmental action is taken and the SL involved.
3. The third time a deadline is missed, the SL should liaise with the Director of Sixth Form Studies to discuss further action. If it is an isolated subject issue, then the SL needs to inform parents. If it is a wider subject issue, MSd will contact parents.

### Guidance notes for staff

At the beginning of the school year all pupils are issued with a student planner and Y7-11 receive a Home Learning timetable. A letter explaining the Home Learning policy will go home to parents with the Home Learning timetable. The sanctions exist in order to encourage pupils to meet deadlines and emphasise the importance of sound study routines.

**It is important that Home Learning is set according to the agreed timetable.** Tasks set for Home Learning will vary but the time must not regularly be used for “finishing off” classwork. This can often place too heavy a burden on some pupils and too light a demand on others. Subject staff should ensure that in Y7-11 pupils write down their Home Learning in their planners.

NB For the first few weeks of Y7, Home Learning should be built up gradually.

All Home Learning tasks need to be entered on the intranet and further guidance can be obtained from Mike Johnson (ICT Systems Manager).

For Home Learning to benefit pupils’ learning, they must be given prompt and appropriate feedback on what they have done (**no later than 2 weeks after the work has been handed in**). The OGSU marking system and Written English policy must be followed.

When pupils are absent from lessons it is their responsibility to catch up the work missed.

For the Home Learning policy to be successful in helping pupils to meet deadlines, it is important that the above sanctions are adhered to, unless there are medical or home circumstances which make this difficult.

It is the responsibility of Home Learning monitors to collect in Home Learning and our responsibility to follow up missing Home Learning as conscientiously as possible and refer to the form tutor, SL and Head of School any pupils who require any additional support/guidance.