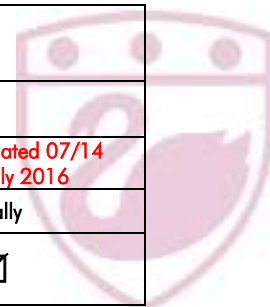


Paulet High School	School Policy Document		
Document Title	Homework Policy – Work beyond the classroom		
Document Status	Approved	Approved Date	June 2012 updated 07/14 Updated July 2016
Document Owner	Deputy Headteacher	Review Date	Annually
Audience:	Staff <input checked="" type="checkbox"/>	Students <input checked="" type="checkbox"/>	Governors <input checked="" type="checkbox"/> Parents <input checked="" type="checkbox"/>



## Principles

- homework is only set if it promotes learning
- homework is integral to the learning process i.e. no 'bolt on' worksheets allowed
- all homework is marked by teachers in a way that informs the student how to make progress
- homework is clearly differentiated for those who need greater support and those who need greater challenge
- there is a recognition that deadlines need to give students and teachers sufficient time to manage their workload.
- homework will promote/reflect the current literacy and numeracy strategies of Paulet which includes a piece of extended writing
- homework will be linked to the current Scheme of learning in that particular subject area so it supports the learning within the classroom

## Practice

In order to enact these principles we will:-

- use an 'extended project' model of homework
- each project will have a clear written structure with staging posts (which also indicate the time that should be spent) along the way in order to guide students and maintain rigour appropriate to the age/ability of students
- projects will be set termly within each subject/department and students will be expected to work on each for a minimum of 5 weeks
- encourage subjects/departments to collaborate to encourage cross curricular links and transferable skills
- a whole school calendar will indicate to each subject/department when they should set their homework projects, thus avoiding deadline 'pile-up'
- teachers will expect to take 2 weeks to assess and return the work using a feedback sheet that reflects the department's diagnostic feedback policy, (these are available on our website). This amount of time allows for high quality, formative feedback with targets for making continued progress

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- teachers should perform appropriate interim checks, tailored to the school year of the student and the ability of the student
- all extended homework projects will include the following; key words, tips on where to research e.g specific websites, a challenge box, an extra support box, success criteria
- if it is found, at any interim stage, that an individual student has made insufficient progress toward the homework deadline, then an initial email/phonecall should be sent to indicate to parents that their child has not completed the EHP (appendix 1). If the child still fails to complete the EHP then a detention should be issued and an extended deadline agreed, the classroom teacher can decide whether they need to inform the parent using email/phone call. Staff should also use the systems in school, HoD, HoY to ensure that all students complete EHP on time
- If the student misses the extended deadline a subject leader's detention must be issued

All of these projects should be carefully planned by subjects/departments and will be of clear value to both students and their parents/carers as part of the learning process. As a result we maintain the profile of homework in the minds of students, parents/carers and staff alike.

Honour marks and Headteacher commendation continue to be awarded for homework projects but only when the work has been properly assessed as outlined above. To ensure this is completed the SLT link for each faculty will visit the department where possible at a prearranged time where possible to issue honour marks

This model should also be complemented by shorter homework tasks which are orally/observationally based, and feed directly into the next lesson within a given subject area, in particular MFL which needs to set vocabulary tests and short grammar exercises (Such homework eliminates the need for weekly written feedback but should be rigorously checked within the following lesson)

The project based homework requirements of this policy must be adhered to by all subjects/departments and the calendar followed for Key Stage 3\*\*. Whilst still being project based in Key Stage 4, flexibility is given to subjects/departments to ensure projects fit in with

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other course requirements such as controlled assessment and coursework, however there is an expectation that this would be fortnightly and the amount will reflect the curriculum time that the subject has.

\* For the purpose of this policy Key Stage 4 begins when GCSE courses begin.

Grant Norton  
Ian McArthur  
2011/12  
Updated by ALP July 2016

## Appendix 1 Model email

### In the event of poor progress at Interim Check/or at hand in date

#### Interim Check

Dear Parent/Carer

I am writing to express my concern regarding \*Name\*'s progress within \*subject\*.

\*He/She\* was set an extended homework project and has, so far, made insufficient progress towards its completion.

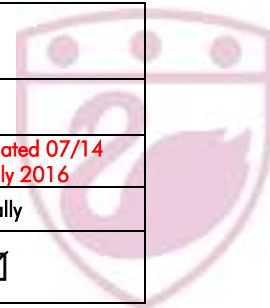
The deadline for this homework project is \*date\*.

I hope that I can count on your support by encouraging \*Name\* to ensure a successful completion of this homework project.

Thank you, in advance, for your support.

\*name\*

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## Final Deadline

Dear Parent/Carer

**\*Name\*** has failed to complete their Extended homework project in **\*subject\***.

Therefore, **he/she\*** will complete a detention with myself on **\*date/time/location\***.

In the meantime I would really appreciate it if you could discuss this with your child and ensure that they make some effort to complete it before the detention. I will then give them help to ensure it is completed to a high standard.

Thank you for your support