

# THE MANOR – A FOUNDATION SCHOOL POLICY DOCUMENT

[March 2010]



<HOMEWORK POLICY>  
RESPONSIBLE COMMITTEE: <ACADEMIC>

## KS3 and KS4 HOMEWORK

Drawn up by: JCO and KMC

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Revised: October 2011 (Curriculum)

### Policy Statement on School and teacher responsibilities

#### Homework Key Stages 3 and 4

Homework supports learning. It consists of a series of tasks, varied according to the age and ability of students, to be completed out of lesson time. Homework is set to help students become independent learners who manage their time effectively. It is also designed to enable students to develop into independent and self-motivated learners. As students get older, the amount of work they have to complete out of lessons increases. We hope to develop the skills they will need at Key Stage 4 (Years 10 and 11) by starting at Key Stage 3 (Years 7, 8 and 9).

**Homework is not optional. It is set to complement the work undertaken in class and it is expected that students will complete it on time.**

In Year 7, students are set individual task or project-based homework according to an agreed schedule. Homework at Key Stage 3 is set once a week per subject of the curriculum.

In Years 8 and 9, they may take up to about 45 minutes each. Students in Year 7 will not be expected to spend more than one hour on homework a night. Those in Years 8 and 9 could expect to spend up to one and a half hours a night.

In years 10 and 11, students should expect to spend up to 2 hours per night on homework.

It may, on occasion, be necessary for students to do more than two hours a night to complete all tasks to the highest possible standard.

Teachers usually allow more than one evening for students to complete homework. Some may set a project to be completed over a given period of time. In this case, the subject teacher will monitor the student's progress on a weekly basis.

The tasks set may include any or all of the following:

- Using new skills.
- Learning new vocabulary, tables or information.
- Researching information from books, other media, the internet or other people.
- Carrying out an investigation to generate data.
- Occasionally, finishing off work started in class. This should only be set as a main homework task if all students in the class need additional time to complete a piece of work.
- Planning something to be completed in class.
- Reading a set book or reading for pleasure.

Written homework tasks will be marked and returned promptly, usually a maximum of 2 weeks, stating how well the student has done and giving advice on how the work could be improved (please refer to the Marking & Assessment policies).

### **Student and Parent Responsibilities:**

Students will record in their planners what homework they have and when it is expected to be handed in.

We ask parents to support their children's learning by:

- Making sure that students do their homework at a suitable time in an appropriate place.
- Checking and signing planners regularly.
- Taking an interest in what is being done
- Encouraging high standards of accuracy and presentation.
- Supporting the school when punishments are used for not completing homework.

Queries about homework should be addressed to the relevant subject teacher.

### **Sanctions**

It is expected that departments will deploy appropriate sanctions to any student failing to complete homework on time or to an acceptable standard.

These sanctions could include;

- Departmental detention
- Departmental report
- Parental contact
- Informing head of year

For persistent incompleteness of homework tasks staff may wish to consult the Multi-disciplinary team or the AEN department for appropriate learner support.

### **Support**

All students are encouraged to go to homework club for help with homework in any subject. This is held in the Library and computers are available. It is staffed and operates Monday – Thursday 12:35 - 1:05 and also from the end of the school day until 4:00pm.