

# ALDER GRANGE SCHOOL

**SECTION E  
CURRICULUM & WELFARE COMMITTEE:  
TEACHING AND LEARNING STRATEGIES**

**(Teaching and Learning)**

**E1.2 School Policy on Homework and  
Personal Study**

Reviewed and Amended SLT July 2017

Approved by Governors' Curriculum & Welfare  
January 2017

Next Review: January 2018

## **RATIONALE**

Alder Grange aims to be a school where everybody is inspired to be the best they can and where excellence is nurtured such that our expectation that all pupils and students will aspire to and achieve the highest possible levels of academic excellence, personal organisation and responsibility. A carefully structured and systematically applied Homework Policy is of central importance in enhancing pupils' and students' achievement and fostering personal organisation, responsibility, confidence, self esteem and self discipline.

Homework therefore consolidates and extends learning that has taken place within lessons and gives pupils and students the opportunity to work independently and prepare for future lessons. Homework done regularly throughout years 7 to 13 can be equivalent to an additional year of study.

Our aim is for this to be structured, meaningful and coherent for all concerned. Homework also gives parents and carers the chance to support their child's progress and encourages dialogue about school experiences.

## **PURPOSES**

1. To prepare for, support, consolidate and extend work done in class, providing a secure basis for further, well-paced progress for all pupils and students.
2. To indicate to pupils and students and parents/carers the significant contribution of homework to enhancing achievement.
3. To provide opportunities for pupils and students to take pride in the quality and volume of unsupervised work and to exercise and gain confidence from taking responsibility for their work.
4. To provide means of developing pupils' and students' personal study skills as they progress through year 7 through to year 13 and onto potential higher education.
5. Respond to and act on feedback pupils and students have received from teachers.

## **GUIDELINES: Key Stages 3, 4 and 5**

1. Appropriate homework and independent study relevant to a subject's Programme of Study will be set in accordance with the homework timetable in all subject areas to all pupils/students. The amount will vary according to pupils'/students' ages and in key stages 4 and 5 pupils/students are expected, with guidance from staff, to organise their work to meet assessment deadlines.
2. For each subject's Programme of Study there will be meaningful homework and independent study opportunities. Assignments will take various forms including reading, note making, project work, personal research, the critical viewing of drama productions, systematic learning and a wide range of other activities. Homework and independent study will never be set just for the sake of it.

3. The purpose of assignments will vary, but will always intend to expand upon or reinforce work already achieved, or prepare for work to be encountered.
4. Some assignments may run over several weeks, while others may involve a single, short exercise. Where the assignment is due to run over several lessons or weeks the term '**Project: week *n* of *n***' is written into the planner/ag6 diary at the times when the pupil/student would normally receive a homework for that subject area.
5. It is also important that all pupils/students spend time each evening revising the work covered that day as a matter of routine, regardless of other homework and independent study assignments set. Furthermore, planned revision of topics studied in the previous weeks and months should also be reviewed. Regular review in turn transfers learning from short-term to medium-term memory and as such is more likely to be able to be used in the future.
6. Revision is past learning could use on-line resources, media clips that consolidate and/or extend learning. If a pupil/student does not have on-line access at home, then arrangements can be made for the pupils/students to carry-out the work in school. All teachers will remind all pupils/students to make this a habitual element of their daily routine.
7. It is the responsibility of subject teachers to set homework and independent study assignments and the responsibility of pupils/students to ensure it is recorded fully and accurately. **Homework and independent study assignments should be set as early as possible in the relevant lesson and subject teachers should always make it possible for pupils/students to record it fully and accurately ensuring the due date is clearly written down.** Particular support may be needed for SEND and lower ability groups.
8. Class teachers should be aware that Year 7 will need support getting used to homework systems, equally year 12 will need guidance in getting used to the level of study required at key stage 5.
9. Subject teachers will check, by means they decide to be most appropriate, that assignments are being properly recorded.
10. Any questions or concerns raised by Tutors or Achievement Leaders will be referred to the appropriate Curriculum Leader who will investigate the concern with the relevant subject staff.
11. Curriculum Leaders will monitor the purposes and appropriateness of homework assignments set across their department.
12. If a specific task has not been set pupils should record '**revision**' and be expected to revise the work most recently covered.
13. Any pupil/student failing to complete homework assignments will be dealt with by the department concerned in the first instance.
14. Private Study rooms are provided in school:
  - For year 7 to 11 pupils the Learning Resource Centre (LRC) has published opening times to enable pupils to gain access to specialised resources.
  - For year 12 and 13 students the student study room located on the top floor in ag6 is available to students at break, lunchtime and after school.

- For all pupils/students, after school, the LRC is available for supported private study.

15. AG+ services are available for SEND and any other pupils who may require some additional support. Each of these supervised sessions are run by qualified AG+ staff:

- Breakfast Club 8:15am to 8:45am.
- Curriculum Learning Resource (CLR), after school two days per week, 3:30pm to 4:30pm (please see AG+ staff as day vary from year to year).
- Lunchtime at the CLR, 12:50pm to 1:40pm.
- Lunchtime at AG+, 12:50pm to 1:40pm.

16. If a pupil/student is absent from school, it is their responsibility to catch up missing homework as well as classwork. On occasion the missing homework may need to be completed in an after school catch-up session.

17. Homework and independent study time used efficiently contributes towards pupils/students being effective in securing good outcomes in assessments/assignments at key stage 3, GCSE, A-level and BTEC. The rigours of GCSE/A-level and BTEC courses are such that consistent and persistent review of current and previous learning is an essential element of securing success.

18. In order to provide sufficient time for pupils to develop the knowledge, skills and understanding needed for success at GCSE the Key Stage 4 curriculum now begins in Year 9. Pupils make option choices in Year 8 and begin GCSE study in Year 9.

19. Curriculum Leaders and subject teachers should use the following guidelines for time allocated to homework per subject across a typical week:

- |                                 |                                   |
|---------------------------------|-----------------------------------|
| • year 7 and 8 (Key Stage 3):   | 40 minutes per subject            |
| • year 9 (Key Stage 4):         | 60 minutes per subject            |
| • year 10 and 11 (Key Stage 4): | 90 minutes per subject            |
| • year 12 and 13 (Key Stage 5): | 300 minutes (5 hours) per subject |

Key Stage 3:

Homework in Art and RE is set as required. Drama and Music project work will be on-going across the half-term. Computing homework will be given on the day of the lesson when required.

Key Stage 4:

Homework in RE will be set as required.

### **ADDITIONAL GUIDELINES: Key Stages 3, 4 only**

1. All pupils will receive, at the beginning of the new school year, a Homework Planner, annual homework timetable and a personal timetable (both of which are to be copied into the Homework Planner). Parents and carers will be sent a copy of their child's personal and homework timetables with a letter requesting acknowledgement of their receipt.
2. Parents and carers are asked to check the completion of homework, to sign their child's Planner for the appropriate week only, and to report any concerns to their child's Form Tutor or the appropriate Achievement Leader by letter or a comment in

the homework diary. Alternatively, parents and carers can contact the relevant achievement leader using the email address: [reception@aldergrange.lancs.sch.uk](mailto:reception@aldergrange.lancs.sch.uk).

3. Achievement Leaders will check as to the range of subjects setting homework against the homework timetable for each year (7 to 11), quality of pupils' recording of tasks, and the review of SIMS incidents for homework non-completion.
4. Tutors will monitor the weekly signing of the Planner and ensure week-ahead completion of subjects expected each day, and other essential information.
5. The effective implementation of the Homework and private study system is a set agenda item for meetings between Curriculum Leaders and the relevant Deputy Headteacher.

### **ADDITIONAL GUIDELINES: Key Stage 5 only**

1. All students will receive, at the beginning of the new school year, a copy of the ag6 student diary. This is used to keep on-track with all deadlines and to be aware of when examinations are scheduled to take place.
2. Class teachers should be aware that some Year 12 students will need support getting used to homework and personal study systems. Departments should utilise the services of AG+ where they feel that additional support may be needed. Parents and carers are asked to check the completion of homework and independent study and, if necessary contact the ag6 achievement leader using the email address: [reception@aldergrange.lancs.sch.uk](mailto:reception@aldergrange.lancs.sch.uk).
3. It is important to note that BTEC assignments must be submitted to deadline. **Failure to do so means that students are not allowed to re-take the assignment to improve their grade.** If an assignment is submitted on time, then it is at the discretion of the lead Internal Verifier (IV) as to whether a further submission can be made.

**ALDER GRANGE SCHOOL**  
**School Policy on Homework, Independent**  
**Learning and Personal Study –**  
**Responsibilities, Key Stage 3 and 4.**

**SUBJECT TEACHERS:**

1. To set appropriate homework assignments in line with the homework timetable;
2. To make it possible for pupils to record it fully and accurately;
3. **To record homework as early in the lesson as possible, to support pupils in organising their homework tasks to meet deadlines;**
4. In the event of it being inappropriate to set a homework assignment they will ask pupils to record '**Revision**';
5. To check, by means they decide to be most appropriate, that assignments are being properly recorded;
6. To deal with the non-completion of homework in the first instance;
7. To support Year 7 when they first arrive in the homework policy;
8. To support SEND pupils with recording homework and make use of AG+ facilities.

**PUPILS:**

1. To write into their homework planners before the beginning of each week, the subjects expected each day and any other essential information;
2. To ensure homework assignments are recorded fully and accurately;
3. To stick and/or copy into the homework planner at the beginning of each year the copy of their homework timetable and a personal timetable for day to day reference;
4. It is expected that all pupils will spend time each evening revising the work covered that day as a matter of routine, regardless of other homework set;
5. If a specific task has not been set pupils should record '**Revision**' and be expected to revise the work most recently covered. No pupil should ever say that they have no homework;
6. Any pupil failing to complete homework assignments will be dealt with by the department concerned in the first instance;
7. If absent, pupils are responsible for catching up on homework.

**PARENTS and CARERS** are asked:

1. To check the completion of homework assignments each day;
2. To sign pupils' homework planners for the appropriate week only;
3. To report any concerns to their child's form tutor or achievement leaders by letter or a comment in the homework planner. Alternatively, parents and carers can contact the relevant achievement leader using the email address:  
reception@aldergrange.lancs.sch.uk.

**ACHIEVEMENT LEADERS:**

1. Achievement Leaders will check as to the range of subjects setting homework against the homework timetable for each year (7 to 11), quality of pupils' recording of tasks, and the review of SIMS incidents for homework non-completion.

**FORM TUTORS:**

1. To monitor the weekly signing of the Planner by parents and monitor pupils' week-ahead completion of subjects expected each day and any other information;

2. To pick up and deal with as appropriate any queries or concerns they feel themselves, or which are expressed by parents.

**CURRICULUM LEADERS:**

1. To monitor the purposes and appropriateness of homework assignments set;
2. To liaise with the appropriate achievement leader should potential issues with meeting subject deadlines become apparent;
3. To deal with any questions or concerns raised by parents, form tutors or achievement leaders.

**OTHER SENIOR STAFF:**

1. To support curriculum and achievement leaders in their monitoring and evaluation of the homework system.

## ALDER GRANGE SCHOOL School Policy on Homework and Independent Study – Responsibilities, Key Stage 5.

### SUBJECT TEACHERS:

1. To set appropriate and challenging homework and independent study assignments, some of which test prior learning from several weeks/months ago;
2. To make it possible for students to record it fully and accurately;
3. **To record homework as early in the lesson as possible, to support students in organising their homework and independent study tasks to meet deadlines;**
4. In the event of it being inappropriate to set a homework assignment they will ask students to record '**Revision**';
5. To support students' wider reading tasks may be set;
6. To check, by means they decide to be most appropriate, that assignments are being properly recorded;
7. To deal with the non-completion of homework in the first instance;
8. To support Year 12 students when they first arrive in the important transition into the study habits required at key stage 5;
9. To support SEND and any other students who may require some additional support making use of AG+ facilities.
10. **To act as an early warning, informing the curriculum leader of any student who is likely to miss a BTEC assignment submission.** It is important to note that BTEC assignments must be submitted to deadline. **Failure to do so means that students are not allowed re-taking the assignment to improve their grade.**

### STUDENTS:

1. To write into their ag6 diary before the beginning of each week, the subjects expected each day and any other essential information;
2. To ensure homework assignments are recorded fully and accurately;
3. It is expected that all students will spend time each evening revising the work covered that day as a matter of routine, regardless of other homework tasks set;
4. If a specific task has not been set students should record '**Revision**' and be expected to revise the work most recently covered;
5. Any failing to complete homework assignments will be dealt with by the department concerned in the first instance;
6. If absent, students are responsible for catching up on class and homework;
7. **To inform their class teacher or curriculum leader if they are struggling to meet BTEC deadlines.** This is so that appropriate early intervention can be put into place.

### PARENTS and CARERS are asked:

1. To report any concerns to their child's form tutor, ag6 learning mentor or ag6 achievement leaders using the email address: [reception@aldergrange.lancs.sch.uk](mailto:reception@aldergrange.lancs.sch.uk).



### **ACHIEVEMENT LEADERS:**

1. The ag6 achievement leaders will arrange for appropriate support for students who are falling behind, review of SIMS incidents for homework non-completion and then support relevant students where necessary.

### **FORM TUTORS:**

1. To pick up and deal with as appropriate any queries or concerns with respect to their students they have themselves, or which are expressed by parents/carers.

### **CURRICULUM LEADERS:**

1. To monitor the purposes and appropriateness of homework assignments set;
2. **Using information supplied from subject teachers to warn and track the progress of students who are likely to miss a BTEC assignment submission.** It is important to note that BTEC assignments must be submitted to deadline. **Failure to do so means that students are not allowed to re-take the assignment to improve their grade;**
3. To liaise with the appropriate achievement leader should potential issues with meeting BTEC deadlines become apparent;
4. To deal with any questions or concerns raised by parents, form tutors or achievement leaders.

### **OTHER SENIOR STAFF:**

1. To support curriculum and achievement leaders and the ag6 learning mentor in ensuring that students complete all homework and independent learning tasks in-line with their ability.

### **CONCLUSION**

It is essential that all pupils, students, parents, carers and staff are aware of the purposes and value of Homework, independent learning and personal study and apply it consistently and effectively.

*Policy approved by Governors' Curriculum & Welfare Committee:*

*January 2016*

*January 2017*

*July 2017*