

# HOMWORK PROCEDURES

## Setting homework

Subject Teachers are expected to set weekly homework according to the homework timetable. The homework timetable for Years 7 – 11 will be published on the website.

- In Years 7 to 11, mathematics and English will have two homework slots per week and most other subjects will have one\*.
- In Years 12 and 13 students can expect two homework slots per week (usually one from each teacher).
- The “slots” can be filled with one or more activities to ensure the time allocation is used productively.
- If no homework is set, students will make a note in their diaries explaining why.
- If students are set a homework project lasting more than one week, students will write their progress aim for each week in the diary.

*\*There is no homework set for Core PE. In Foundation Drama and Music there is occasional homework as appropriate.*

## Homework allocations

It is expected that students will spend the following time on their homework each week:

- Years 7-8 approximately 30 minutes on each slot
- Years 9-11 approximately 40 minutes per slot
- Years 12-13 approximately 4 hours per subject *in addition to their Supervised Study work*

## Typical homework tasks (*list not exhaustive*)

- Flipped learning
- Reading/research in preparation for the next lesson
- Reading/research (for consolidation or extension)
- Recall tasks
- Revision – creating revision cards/ topic maps for a topic/unit studies
- Revision for assessments or examinations
- Answering questions and problem solving
- Extended writing/essay writing

In addition to directed homework tasks, students are expected to review their learning (and/or PLC in the sixth form) each week, complete any finished work, ensure folders and books are neat and ordered.

HOMEWORK	
The homework system focuses on Reading, Research, Recall and Revision. If student's don't submit homework, then the ladder below will be implemented	
Level 1 – First Occurrence	
First Occurrence Homework incomplete, sub-standard or not done	Warning email 1 (Homework 1) sent to parents using SIMS in Touch from teacher requesting additional work/same work is completed to confirm students understanding.
Second Occurrence Homework incomplete, sub-standard or not done	Warning email 2 (Homework 2) sent to parents using SIMS in Touch from teacher requesting additional work/same work is completed to confirm students understanding.
Level 2 – Persistent Occurrence (3 times in 1 term)	
Persistent Occurrence (3 times in 1 term) Homework incomplete, sub-standard or not done	15 min Appointment booked with Head of Department by teacher (Homework report appointment) These are completed at the same time as the department detention.  Student to be placed on a 2 week subject homework report (up to 4 weeks for non-core subjects). Teacher completes Orange report card, HoD issues this in appointment. Student returns at 2.20pm each Friday (or another agreed time) to confirm homework routines are improving.  Email 3 sent home (Homework 3)
Second Occurrence Homework incomplete, sub-standard or not done	Warning email 2 (Homework 2) sent to parents using SIMS in Touch from teacher requesting additional work/same work is completed to confirm students understanding.

*These tables are indicative and are not a guarantee as to the sanction that will be imposed for particular misbehaviour. Sanctions are subjective and take into account the individual's circumstances and mitigating factors.*