



# THE EAST MANCHESTER ACADEMY

## HOMEWORK POLICY

**Policy Name: Homework Policy**

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**Date: March 2010**

Submission Date	Summary of Changes Required
Draft 1 March 2010	
Draft 2	
Draft 3	

Approved By:	Date of Approval	Version Approved	Comments
DCSF			
PSG			
Academy Trust Board			

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## Introduction

The East Manchester Academy recognises that a good, well-managed homework programme helps children and young people to develop the skills and attitudes they will need for successful lifelong learning. Homework also supports the development of independent learning skills and provides parents / carers with an opportunity to take part in their children's education. Our Homework Policy forms an integral part of our overall learning and assessment strategy. We will ensure that all homework set is relevant, meaningful and purposeful. It will be marked punctually and with due care.

## What is homework?

Homework refers to any work or activities which pupils are asked to do outside lesson time, be it at home or in the Academy.

The Academy fully recognises that homework should not prevent pupils from participating in activities after school such as sport, music or clubs of any kind. Nor should it impact adversely on the home life of each pupil.

The Academy recognises that the environment in which students complete homework varies significantly so will make every effort to help the home create conditions conducive to learning or to provide alternative arrangements within the Academy and the co-located District Library.

## Effective Homework

Independent Learning is an essential part of good education. Regular homework is important as it gives pupils the opportunity to practice at home, or other venues, the tasks covered in class, and helps the pupils work towards improving important skills. It also helps children and young people to become confident and self regulating in their learning, which will help throughout their time at school and in adult life.

Here at the Academy, the emphasis on homework is on **following up** work done in class, consolidating and extending learning and completing examination projects.

### The purpose of homework:

1. To encourage pupils to develop the confidence and self-discipline to work on their own; an essential skill for adult life.
2. To help them develop the independent learning skills of research, planning and self-review.
3. To consolidate and reinforce curriculum-specific skills and understanding.

4. To extend Academy learning, for example through additional reading.
5. To enable pupils to devote time to particular demands such as GCSE coursework or project work.
6. To support the home / academy relationship.

The East Manchester Academy recognises that homework makes the greatest contribution to learning when:

- Tasks are carefully planned and structured to support progression in learning, and form part of the Academy's schemes of work;
- There is consistent practice across the Academy in setting, managing and marking homework;
- There is a regular programme so that everyone (teachers, children and parents / carers) knows what to expect each week;
- Pupils and parents / carers are very clear about what they need to do;
- Parents / carers are treated as partners in their children's learning;
- There are high expectations of pupils in completing homework;
- Pupils receive prompt, clear feedback on their work;
- Provision of facilities are made available to support out-of-hours learning; and
- Homework policies are regularly monitored and evaluated to check that they support pupils' learning in the best possible way.

## **Guidelines to the amount and setting of homework**

All pupils are issued with a homework timetable. This indicates the day that subjects will set homework. Occasionally subjects will set homework outside of this timetable but will not expect it to be completed for the next day. This is not always possible, however, in years 9, 10 and 11 when preparing for examinations.

Pupils are also provided with a planner at the beginning of each Academy year in which to record their homework. It is the responsibility of the pupil to ensure that homework is submitted to the teacher on time. If pupils are absent when homework is set, it is their responsibility to find out what they have missed and catch up\*. The planner should be signed by parents/carers each weekend and by form tutors on a weekly basis. Pupils are expected to have their planners with them in all lessons.

The time devoted to homework should increase as the pupil progresses through the Academy.

At secondary level, it is recommended that the time spent on homework or GCSE (or equivalent) coursework should fall within the following ranges:

Years 7 and 8	45 to 90 minutes per day
Year 9	1 to 2 hours per day
Years 10 and 11	1.5 to 2.5 hours per day

Homework will be differentiated where necessary to take into account individual needs.

\*N.B When a prolonged absence occurs due to, for example, a significant illness, the Academy will ensure a gradual 'catch up' programme differentiated according to the individual concerned and in full liaison with the parent /carer.

#### **Types of Homework:**

All homework will be relevant, meaningful and have a clear purpose. Homework might include such things as:

- A particular project set over a set period of time
- Extended reading and review
- Writing assignments
- Learning assignments
- Using ICT for a media end product
- Preparing a presentation
- Reading in preparation for a lesson or assignment
- Finding out information/researching a project
- Working as part of a group on a joint project

It is important that pupils should have frequent and increasing opportunities to develop and consolidate their competencies as independent learners.

The Academy is also aware of the **Government's e-strategy** to set the expectation that every pupil should have access to a personalised online learning space with the potential to support an e-portfolio where parents /carers will be able to see the achievements of their children and support them in achieving their targets. The Academy will strive to achieve this. It will also mean that pupils will have more choice about how and where to learn and greater personalized support and access to more motivating ways of learning.

## **Non-completion of Homework**

When homework has not been completed, appropriate action will be taken by the Academy to encourage its completion to a satisfactory standard. Initially this could involve support sessions with tutors and teachers but if repeated this could include loss of a break time or lunchtime play. For those pupils who persist in non completion of essential work, the Academy will provide supported sessions.

These supported sessions, after Academy hours, will be given to ensure all pupils have the opportunity to complete homework so that they are not disadvantaged in their education.

Parents/carers will receive at least twenty-four hours notice in writing, via their child, email, post or other preferred method of contact, of the after-school supported sessions so they can make arrangements for their child to get home safely. The after-school supported sessions will last one hour.

## **Academy's Responsibilities**

The subject teacher is responsible for setting appropriate homework and marking it regularly, with due care and attention. In addition, they are responsible for helping pupils develop the skills needed to be effective autonomous learners. S/he should check that pupils are recording details of homework set in their planners. In Years 7-9 homework should be set to ensure that there is more than one night in which to do it. This allows pupils to plan their time, participate in out of hours activities if they wish, and still be able to do their homework. Due to exam requirements in other years this may not always be possible.

As the Academy moves towards the use of e-portfolios and an online curriculum, homework tasks will be accessible via the internet.

The Academy will ensure facilities are available for homework completion before or after school hours e.g. within the Learning Resources Centre, a dedicated Academy area or District Library.

## **Additional Needs**

In setting homework for pupils with additional needs, it is important to balance the rights of pupils to share fully in the work of the class, including homework tasks, with their specific individual learning needs which may include consolidation, reinforcement and extension of particular skills.

Homework tasks set will be differentiated and achievable, with due consideration being given to how long a task will take to complete. Involvement of parents /carers is crucial to ensuring that pupils are meeting their agreed targets. Staff will make sure that homework is recorded in planners accurately.

## **The VLE and Homework**

As the Academy moves towards the use of e-portfolios and an online curriculum, homework tasks will be accessible via the internet.

The VLE will be a powerful tool for motivating students as it will give them more choice and flexibility about when and where they complete their homework tasks. It will also encourage collaboration and the sharing of knowledge and information to support the completion of homework.

The VLE will also facilitate dialogue between individual members of staff and students, providing opportunities for setting, monitoring and the provision of feedback on more personalised homework tasks. The e-portfolio will become an important record of progress and achievement which will give a more holistic view of learning, with homework put into context rather than being seen as an additional, isolated task.

It will provide information about homework tasks and expectations relating to outcomes that will allow parents and carers to become more involved in their child's learning and enable them to provide appropriate support.

## **Parents'/Carers' Responsibilities with Homework**

Parents/carers should;

- Support pupils with their homework but accept that their role will become gradually less important as pupils become more responsible and independent.
- Try and provide a reasonable place where pupils can work at home or encourage them to make use of the Academy's facilities including the co-located District Library.
- Encourage pupils to meet homework deadlines and support the actions of the Academy to ensure completion.
- Contact the Academy's Pupil Support Manager /Leader if they feel that insufficient or too much homework is being set. This will then be investigated and responded to.
- Make it clear to pupils that they value homework and support the Academy in explaining how it can help them to progress.
- Encourage pupils and praise them when homework is completed.

## Pupils' Responsibilities

Pupils should;

- Always carry their Planners with them.
- Record the homework set and date due in.
- Accept that deadlines must be kept.
- If absent, find out what work has been missed and catch up on it. Being away on the day that homework is set is not an excuse for not doing it.
- See the member of staff concerned for help if there are problems with homework to resolve them before the deadline.
- Try their hardest and take a pride in doing their best.
- Accept their responsibilities for doing homework, and consequence when it is not, and recognise its importance.

## Monitoring, Evaluation and Review

It is the responsibility of the Director of Learning or Area Leader to monitor the marking and setting of homework by members of their department. Departmental homework policies should be reviewed regularly in the light of any changes to the whole academy policy. It is the responsibility of Form Tutors to monitor planners and gain an overview of the setting of homework for their form. It is also the responsibility of the Pupil Support Manager/Leader to monitor planners to gain an overview of the setting of homework for their year group and to ensure that planners are being signed regularly by parents /carers and Form Tutors

The Trust Board will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

**Adopted by the TEMA On** .....

**Chair of Academies Trust Board** .....

**Principal** .....

**Review date** .....