



# HOME LEARNING POLICY

NAH Feb 2015

Home learning is an essential part of a student's learning. It enables them to develop as individual and independent learners. Home learning will be set, checked and marked regularly in line with school policy and students will be encouraged to establish good home learning habits, in partnership with their parents/carers. Assessment of home learning will form an important part of the child's overall assessment. Curriculum Team Leaders (CTLs) are responsible for monitoring the setting of home learning within their departments, in line with the school policy. The Special Educational Needs (SEN) department will provide guidance for the setting of, and helping with, home learning for students with special educational needs.

## **NATURE, TYPE & LENGTH**

Home learning will cater for all abilities and be planned in line with the scheme of learning. It is an integral part of the lesson planning, set at the start of the lesson and will be both stimulating and challenging, and available on the MLE where appointed.

Home learning is an essential part of students' progress; in addition to work set by teachers, Years 7 and 8 are expected to read for 40 minutes per night and Years 9, 10 and 11 are also expected to read for at least 20 minutes per night. Students should be encouraged to read books and newspapers; they should also be encouraged to watch the news.

The length of the work set will vary according to the age of the student and the subject. An appropriate length of time should be spent completing the work set to ensure good quality work is produced. Students studying GCSEs should expect to complete a minimum of 2 hours of home learning a night.

Home learning may take a variety of forms including:

- Memorising
- Reading
- Research
- Practical exercises
- Practising key skills
- Tasks that extend the class work
- Longer term assignments/projects

Students will be expected to take responsibility for planning the completion of their work and meeting deadlines.

## **GUIDANCE AND RECORDING**

Years 7 and 8;

All departments set home learning within the first 15 minutes of each lesson. English, Mathematics and Science set home learning weekly, all other subjects normally set home learning fortnightly.

Years 9, 10 and 11:

All departments set home learning within the first 15 minutes of each lesson. All full course GCSE subjects set home learning weekly.

Teachers will always specify when the home learning should be completed. Each student will be supplied with a pre-printed diary in which to record home learning. Subject teachers should ensure that students in their teaching groups are recording the home learning in their diaries.

Teachers will usually give students a number of days to complete home learning, therefore enabling students to seek help if they need it. This will further encourage students to manage their time effectively.

## **MONITORING AND NON COMPLETION**

### **Parents**

Parent mail is sent to parents to inform them of non-completion of home learning. Teachers must log the incident using the SIMS system by 2.30pm (Monday to Friday).

### **Teachers and Curriculum Team Leaders (CTLs)**

CTLs are responsible for monitoring and evaluating the quality of home learning set in their department. The teacher must be the first person to sanction non completion of home learning. CTLs will support teachers with students who repeatedly fail to complete home learning in their subject. (Sanctions are outlined in the school behaviour policy)

### **Form Tutors**

Form tutors meet with students in their form class, fortnightly, to discuss the non-completion of home learning in two or more subjects. Form tutors will contact parents to discuss any continuing concerns.

### **Pastoral Achievement Leaders (PALs)/deputy Pastoral Achievement Leaders (DPALs)**

The PALs/DPALs create reports containing names of students with home learning issues in two or more subjects each half term. The PALs/DPALs will contact parents of repeat offenders every half term, to support students in eradicating further issues from reoccurring.

### **Senior Leadership Team (SLT)**

The SLT will hold weekly detentions. Students will be referred to these detentions, by PALs and CTLs for failing departmental or pastoral detentions.

## **PARENTAL INVOLVEMENT**

PALs/DPALs will send a copy of the home learning guidance to parents/carers at the beginning of each school year.

Parents/Carers are encouraged to discuss home learning with their children and help them plan its completion, to meet deadlines. Parents/Carers are asked to go through the home learning diary with their child weekly, to ensure that all home learning has been completed.

A space is provided for any comments that they wish to make. Whenever possible, parents should be encouraged to provide a suitable place, away from distractions, for their children to complete their work. The school library is open until 4pm every night to ensure students have a suitable place to study, and to have access to books and computers, if needed. Parents/ Carers should contact their child's Form Tutor to find out more.

Appropriate summaries of this home learning policy will be included in the School Prospectus, Parent's Handbook and Staff Handbook and in other appropriate documents. The policy will be subject to regular review.