

# SIR JONATHAN NORTH COMMUNITY COLLEGE

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## Home Learning Policy

### ***Aims***

Home learning is an essential and valuable part of every student's education.

Effective home learning provides opportunities for students:-

- to complete and consolidate classwork
- to work independently
- to carry out research
- to extend their own knowledge and understanding of a subject
- to practise subject skills or learn subject content
- to revise in preparation for examinations
- to take some responsibility for their own learning
- to learn to plan and manage their time effectively.

### ***Principles***

Home learning is most valuable when:-

- Home learning tasks form an integral part of students' learning and complement classwork
- Home learning tasks are varied, relevant and interesting, e.g. they might involve research, reading, creative work, display work, extended writing, coursework, preparations for practical work, or examination practice in addition to completing classwork
- The home learning set is appropriate to the students' age and ability
- Students are given clear instructions and sufficient lesson time is allowed to explain the homework task fully
- Students are given reasonable, realistic deadlines for completion of home learning - depending on the amount of notice given and the nature of the task
- Students are provided with, or have access to, adequate resources and/or support to complete home learning tasks
- Extended tasks, e.g. GCSE coursework, are carefully structured, with short-term targets and regular reminders of the final deadlines so that students are able to manage their time effectively
- Students receive prompt, constructive feedback on work they have done
- Home learning is set regularly, becomes an established and important part of a student's College work, and is accepted as such by students, parents and staff
- Staff, students and parents share a common understanding of the value and purpose of home learning and work together to achieve the best possible results.

## ***Expectations***

### ***Students***

All students are expected to do home learning.

Students are expected to:-

- complete home learning on time. In exceptional circumstances, if unable to complete a home learning task, students should bring a note from home or parents should write a brief note of explanation in their daughter's planner
- spend approximately 20 - 30 minutes on home learning per subject in Year 7, increasing to approximately 45 minutes per subject by Year 11, and to do two or three subjects homework per evening
- keep a record in their planner of homework set, including details of the task, the date due and when the task has been completed.

### ***Subject Staff***

Subject staff are expected to:-

- set home learning regularly, to complement, enhance and extend students learning that is appropriate for the subject and age group
- keep a record of the home learning that they set
- check that students are recording homework details in their planners
- monitor completion of home learning tasks and follow up students who have failed to meet deadlines
- give feedback on home learning as soon as possible - individual, collective, verbal or written.

### ***Parents and Carers***

Expectations of parents and carers are explained in the letter sent to parents at the beginning of the school year which reaffirms the partnership role outlined in the College Charter.

Parents can best help their daughter if they:-

- support the college by ensuring that home learning tasks are completed and informing the college if, exceptionally, this is not possible
- monitor their daughter's home learning by checking and signing her planner regularly
- contact the college if there are problems with home learning. They should contact subject staff if there is a problem with a specific subject or the Group Tutor if problems are more widespread.
- encourage their daughters to develop good study habits by ensuring that they regularly set aside time to complete home learning tasks and that, where possible, they have an area in which to work, away from distractions.
- show an interest in the home learning tasks that their daughters do and offer some support if needed.

## ***Monitoring: Roles/Responsibilities***

### ***Subject staff***

- Subject staff are responsible for monitoring the home learning they set.
- Failure to complete home learning should be noted in the planner and should be followed up, initially by the Subject Teacher. Students should be required to catch up missing work and help to do this should be provided if needed.
- Extensions for GCSE coursework should only be given in exceptional circumstances and letters should be sent home as soon as deadlines are passed.
- If problems with home learning occur again, or if students fail to catch up on missing work, Group Tutors should be informed.
- At this point subject staff should discuss the situation with their curriculum Team Leader and also with the Group Tutor. Parents should be informed of the problem.
- If the problem is occurring in only one subject area, a curriculum team letter should be sent home indicating concerns and asking for parental support to ensure that work is done. A copy of the letter should be retained for the student's file. Students may be required to attend a faculty detention in order to complete missing work.
- Where no progress is made, parents should be invited in to school to discuss the problem with the Curriculum Team Leader, Year Team Leader or Vice Principal. If there is no parental support this should be noted and filed in the student's record.

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

- CTLs have overall responsibility for monitoring homework within their curriculum team and ensuring that appropriate home learning tasks are being set in accordance with the subject requirements, the Curriculum Team Home Learning policy, schemes of work and examination requirements, and that students receive regular feedback on home learning tasks .
- They are responsible for the drawing up, implementation and review of the Curriculum Team Home Learning Policy and ensuring that it is consistent with whole college policy.
- CTLs should be informed, and a record kept, of students who persistently fail to complete home learning tasks.
- They should support curriculum staff in following up students who fail to complete home learning- as outlined in Curriculum Team and College policies.

## ***Group Tutors***

- Group Tutors are responsible for regularly monitoring and encouraging the use of planners by students in their tutor group to ensure that home learning is being set, recorded and completed. Initial concerns should be discussed with the student and noted in the student's planner.
- Students who consistently use their planners well should be rewarded.
- A note should be made of students who continually fail to use their planner and the Year Team Leader (YTL) should be informed. Reference to this can be made in progress checks and reports.
- Where regularly, little or no home learning is being set, Group Tutors should refer this to the YTL or relevant CTL.
- Where parents have indicated any concerns these should be discussed with the student and drawn to the attention of subject staff, CTL or YTL as appropriate.
- Group Tutors should be informed of any recurring problems relating to completion of home learning by students in their tutor group and of any action taken.
- If a student is causing concern in several subject areas Group Tutors should discuss the problem with the student and the YTL. Parents should be contacted and asked for their support. Tutors should keep a record of all contact with home.
- If there is no improvement, Group Tutors should again inform the YTL (see below).

## ***Year Team Leaders (YTLs) and the Senior Leadership Team (SLT)***

- YTL are responsible for supporting Group Tutors in monitoring the use of planners by students within their year group through regular spot checks. Students who are not using planners regularly should be monitored more frequently and encouraged to do so.
- Use of student planners throughout the college will also be periodically checked by SLT.
- Where YTL are made aware of regular or widespread home learning problems relating to a particular team they should bring this to the attention of the relevant CTL.
- YTL should be informed if students are failing to complete homework in several subject areas and monitor the situation (see above). If no improvement is made the YTL should contact parents to inform them of the continuing problem.
- If the problem persists SLT should be informed and a final letter should be sent to parents inviting them to a meeting in college to resolve the situation. Where no progress is made and there is no parental support, this should be noted by the YTL and filed in the student record.
- YTL should ensure that Group Tutors and CTL are kept fully informed of action taken.

## ***Support***

There is a range of support available in College to help students with their home learning.

- Lunch time Study Rooms
- Study Buddies
- The LRC and IT Rooms are available during most lunchtimes for whole college use
- KS4 lunchtime sessions - run by curriculum teams to support GCSE students with classwork, coursework and revision, including specialist rooms for the completion of practical work.
- KS3 Home Learning Clubs - run by the Learning Mentors.
- Daily Home Learning Club run by 'Skills for Learning, Skills for Life' Team.
- In addition, those students required to remain in college to catch up on overdue home learning tasks will receive help from staff to complete the work.
- After-school Home Learning Club in the Learning Resources Centre.

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