



HOMEWORK PROCEDURE

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What is "homework"?

"Homework" is any work or activity which pupils are asked to do outside lesson time, either on their own or with parents or carers. It is an essential part of the learning process and we place a strong emphasis on it at Beaumont. Staff are required to set and assess appropriate homework on a regular basis. All pupils across the age and ability range are expected to complete homework tasks. Parents/carers are encouraged to take an active role in the process.

Principles

We believe that homework plays an important part in pupils' learning because:

- it encourages them to develop the skills, confidence and motivation to study effectively on their own; this is vital given the importance of lifelong learning and adaptability;
- it encourages good time management;
- it allows practice of skills learned in the classroom;
- it extends school learning permitting more rapid progress to be made in school;
- it makes use of outside interests and resources;
- it may involve parents/carers and other adults in their work, improving home-school and community-school links.

Guidelines to staff

Homework should be:

- of quality rather than quantity;
- integrated into the departmental scheme of work where possible;
- set regularly according to the school's agreed timetable with reasonable deadlines;
- assessed, where appropriate, within a reasonable timescale and returned to pupils with relevant help and guidance: non-completion should be followed up;
- set for pupils with long-term absence or who are excluded.

Homework tasks should:

- be varied and purposeful and not regularly used simply for "finishing off" work begun in class;
- be differentiated, where necessary, so that they are achievable by all pupils;
- be set well in advance of the end of lessons or at the start of a lesson to ensure that there is sufficient time for clear explanation and recording;



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- positively encourage the support and involvement of parents/carers and others with whom pupils have contact outside school.

Homework tasks could include:

Investigations	Interviews	Essay writing
Research	Reading	Drafting
Visits ego public library	Watching TV programme	Report writing
Simple experiments	Listening	Using ICT
Projects	Memorising	Improving keyboard skills
Designing/making	Revision	Drawing

Frequency

In Years 7-11 the pattern of homework is set by a homework timetable which accommodates, as far as possible, the needs of all subjects, prevents too much or too little homework being set and allows pupils to predict their future workload and plan for it. Where a subject has two homework slots per week, staff may set two shorter tasks or one longer one. Staff should use the guidelines below regarding the recommended length of homework and clearly explain to pupils how long a piece of work ought to take. It is recognised that actual completion times will vary by pupil and by subject.

Year 7

Two or three subjects per night 20 minutes each. *Years 8 & 9*

Two or three subjects per night. 30 minutes each. During the latter half of Year 9 the homework set should prepare pupils for assignments typical of those set in Year 10.

Years 10& 11

Each subject should set in the region of 60-90 minutes per week, as appropriate. Staff have increasing flexibility to negotiate handing in dates with their classes. However, the possible choices are determined by the homework timetable to guard against too much or too little being set. GCSE controlled assessment should be integrated into the homework pattern as far as possible.

Monitoring

Completion of homework is checked in the first instance by the subject teacher and non-completion is followed up. Form Tutors check that homework is being set regularly and sign the pupils' planners. The quality of homework set by staff and its assessment are monitored by the Head of Department. Heads of Year monitor the amount set for individual pupils. The Leadership Team monitor the process and ensure that the policy is being applied consistently.

Coursework /Controlled Assessment

Staff are required to outline coursework/controlled assessment to pupils well in advance and set reasonable deadlines. They should also check that interim deadlines are met to ensure that work is not left until the last minute. A coursework/controlled assessment calendar is compiled at the beginning of the academic year for Years 10 and Year 11 to inform staff, pupils and parents of the deadlines. The course information booklets contain



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further information.

Guidelines to pupils

Pupils are expected to take responsibility for their homework by:

- recording the homework clearly in their planners;
- asking the teacher to explain instructions again where necessary;
- completing the set tasks and seeking help if they are having difficulty.
- keeping to reasonable deadlines.
- teachers direct pupils to the Homework Club as appropriate.

Guidelines to parents/carers (See also Parent Information Sheet)

Parents/carers are asked to:

- take an interest in their child's work;
- show appreciation when their child achieves significant success;
- give as much support and encouragement as possible;
- inform the teacher if there is a genuine reason for homework not done.



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Parent Information Sheet

What is "homework"?

"Homework" is any work or activity which your child is asked to do outside lesson time, either on their own or with you, their parent/carer. It is an essential part of the learning process and we place a strong emphasis on it at Beaumont. Staff are required to set and assess appropriate homework on a regular basis. All pupils across the age and ability range are expected to complete homework tasks. You are encouraged to take an active role in the process.

Principles

We believe that homework plays an important part in your child's learning because:

- it encourages them to develop the skills, confidence and motivation to study effectively on their own; this is vital given the importance of lifelong learning and adaptability;
- it encourages good time management;
- it allows practice of skills learned in the classroom and extends school learning which permits more rapid progress to be made in school;
- it makes use of outside interests and resources;
- it may involve you and other adults in their work, improving home-school and community-school links.

What do we do about homework?

- Teachers regularly set a variety of tasks or activities which need to be done partly or completely out of school time.
- The tasks take different lengths of time to complete; some take half an hour, some go on in stages for a number of weeks. In each week of term, pupils will normally have either a homework task or work that they can carry on with for every subject they take. These activities arise naturally out of the work in the classroom. They are set according to the homework timetable which is published elsewhere in this booklet.
- Tasks have *deadlines* which are made clear to pupils.
- Teachers check who has met the deadline and will challenge any who do not. If a pupil often fails to do homework without good reason, parents are informed.
- Homework, if given in on time, is normally marked promptly and returned with appropriate feedback.
- As well as doing set tasks for homework, pupils are expected to develop their knowledge and skills independently. If, for some reason (such as teacher absence), a homework is not set, this does not mean that there is no work to do. Pupils should take responsibility for their learning by doing one of the activities suggested for that subject in this booklet.
- Every pupil is given a planner for recording homework tasks and deadlines. Tutors check the planners regularly.
- The topics of homework and study skills are covered regularly in the PSHCE/Tutorial programme. Parents/carers who wish to see the materials used should ask their child to bring home their PSHCE folder.

What can you do to help?

- Appreciate the need for independent study and try to provide a place for it, as free from distractions as possible.
- Support your child by showing an interest and giving encouragement; ask them to explain the work to you. This can develop their understanding and their reasoning skills.
- Help them plan their time and organise themselves so that they remember to bring to school each day the materials that they need, and to *take home* the work they need to do each evening.
- Check their planner weekly.
- Inform staff if there is a genuine reason for homework not done.



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PUPIL INFORMATION SHEET

What is "homework"?:

"Homework" is any work or activity which you are asked to do outside lesson time, either on your own or with your parents/carers

Why do you get homework?:

The main reasons are:

- you learn how to plan and organise your work;
- it helps you learn how to work on your own, and to think and try things out for yourself;
- it helps you learn how to use time effectively and to meet deadlines;
- it gives you the chance to practise what you have done in class, or to do some background work that will help you understand what's coming next;
it encourages you to use resources that can be found outside school;
it involves people outside school in your work: parents and others can work with the school and help you make progress in your learning;

.... and you will learn more.

Homework is set in line with the published homework timetable. If you have not been set homework for some reason (e.g. the teacher was away), this does not mean that there is no work to do. You must take responsibility for your own learning and progress by spending time doing one of the activities suggested for that subject in the Course Information booklet that you received at the beginning of the year.

Here are some ideas to help you do your homework successfully:

Before you do your homework:

- Make sure you know what you are meant to be doing and why you are doing it.
- Write down the details clearly in your planner.
- If you think you are going to struggle to do the work set, talk to your teacher about it or ask for help at Homework Club; **don't** do nothing!
- If you have a number of things to do, ask yourself which it is important to do first, second and so on, and plan your time carefully.
- Choose a suitable time and, if possible, make sure you have all the books and equipment you need when you sit down to work.



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- Try to work somewhere where you will not be disturbed or distracted.

While doing your homework:

- If your work is taking a long time, give yourself a short break, and go back to it with a fresh mind.
- If it is taking much longer than was intended, stop at a suitable point and explain this to your teacher; he or she will be understanding if it is clear that you have done your best to finish.
- Take pride in all your work! Don't just do the bare minimum in the shortest possible time!

After doing your homework:

- Check it!
- Hand it in on time!

Every day:

- Check the exercise books you've used during the day, stick in loose sheets and finish off any underlining, dates, titles etc. whilst the lessons are fresh in your mind.

Every weekend:

- Check your planner. Make a list of any things you need to bring for each day during the coming week (e.g. work to hand in, PE kit, musical instruments, ingredients, library books).

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