



The
Swinton High School
A Converter Academy

Homework Quality Assurance Policy

November 2017

Rationale

Homework is work that is set to be done outside the timetabled curriculum. It contains an element of independent study in that it is not usually directly supervised by a teacher. Not all homework is done at home; in fact, for some students who find it hard to work at home, or for some tasks which require resources available at school, the library is available at break and lunchtimes.

Aims

Homework enables students to:

- Consolidate and extend work covered in class or prepare for new learning activities
- Access resources not available in the classroom
- Develop research skills
- Have an opportunity for independent work
- Show progress and understanding
- Provide feedback in the evaluation of teaching
- Enhance their study skills e.g. planning, time management and self discipline
- Take ownership and responsibility for learning
- Engage parental co-operation and support
- Create channels for home school dialogue

School Homework Policy

The whole school policy details:

1. When homework will be set
2. Types of homework used
3. Faculty incentives
4. Sanctions for unsatisfactory work - STRIVE behaviour system
5. Homework is monitored and quality assured through the in faculty work scrutinies as part of the teacher overtime process and the whole school work scrutinies carried out by SLT.

Homework Tasks

Homework can be:

- Independent learning
- Consolidation of work in class to stretch, challenge and extend learning
- Practice - learning by doing
- Completion of course work assignments
- Research
- Reading
- Drawing
- Using ICT

Incentives

It is imperative that we create a culture where achievement is driven by rewards, and students feel that their work and effort is valued. High quality homework and a good work ethos should be sensitively praised in class. Where appropriate, homework should be included in display work. Achievement points should be given as rewards for achievement and sustained effort with homework.

For exceptional pieces of homework, a faculty letter or postcard may be sent home together with achievement points. Achievement points must also be awarded by the Form Tutor on a weekly basis to students for correct and sustained recording of homework, parental signature, and good use of the Student Planner.

Sanctions

When homework is not completed, teachers should initially support the student and ensure the tasks set meet the student's needs. If this is so, then sanctions should be used - this would be the STRIVE correction system for incomplete or below expected standard homework.

Teachers receive support from their Faculty Director of Learning and Senior staff. The sanctions are as follows:

1. Class Teacher - discussion with student, correction, telephone call to parent/carer.
2. Faculty Director of Learning/Head of department - discussion with referred student, informing parents/carers by telephone.
3. Faculty Director of Learning - refers student to Senior Line Manager (curriculum) in the case of persistent offender.
4. Form Tutors - through weekly monitoring of Student Planners, identify students with homework problems across several curriculum areas, or students who regularly do not record homework that has been set – discussion with student, referral made to Pupil Progress Coordinator (PPC).
5. PPC - discussions with student, applies sanction or support where appropriate, informing parents/carers via telephone; calling parents/carers in to school for further discussion if appropriate.
6. PPC - refers student to Senior Line Manager (year group) in the case of a persistent offender.

Responsibilities

The role of the STUDENT:

1. To listen to homework instructions in class.
2. To write down instructions for the task and deadline date into their planner.
3. To ensure that homework is completed and handed in to meet the deadline.
4. To attempt all work and give their best.
5. To inform the class teacher of any difficulties.

The role of the FORM TUTOR:

1. To see that homework is being set and recorded in the Student Planner (weekly).
2. To check that the Student Planner is being signed by the parent/carer (weekly) 3.
To note and respond to any comments written in planners by parents/carers.
3. To make good use of incentives whenever possible or carry out sanctions when appropriate.
4. To make referrals to PPC when appropriate.

The role of the CLASS TEACHER:

The Class Teacher controls the direction of homework and the nature of tasks undertaken.

The Teacher will:

1. Set appropriate homework according to the homework timetable.
2. Give full and comprehensive instructions.
3. Set deadlines for completed work and ensure that they are met.
4. Check and return all homework promptly
5. Provide help and support.
6. To make good use of incentives whenever possible or carry out sanctions when appropriate.
7. Make referrals to the Faculty Director of Learning when necessary.

The role of the RESOURCE CENTRE MANAGER:

1. To provide break and lunchtime opportunities for independent study.

The role of the PARENT/CARER:

The role of the Parent/Carer is crucial if a child is to gain success from homework. To reinforce its value through positive feedback will give students the confidence to persevere, work hard and reach high standards of achievement.

Parents can assist by:

1. Providing a table, chair and a quiet place to work.
2. Checking the time spent on individual tasks.
3. Checking presentation and content of all homework being returned to school.
4. Signing the Student Planner each week.
5. Providing the school with information about any problems through the Student Planner or by contacting the school directly.

The role of the FACULTY DIRECTOR OF LEARNING & SUBJECT LEADER:

1. To quality assure the homework set by sampling across all year groups.
2. To monitor and evaluate homework policy within their curriculum area as part of the quality assurance process (each half-term).

Monitoring Structure

Student Planners will be checked by:

1. The Form Tutor (weekly) and achievement points awarded for good use of Planner.
2. The PPC/year manager (sampled weekly)
3. Member of the Leadership Team (sampled fortnightly)

Subject Staff:

1. Will ensure that students have planners on desks at the start of the lesson and that students record homework set.

2. Will ensure that achievement points and other rewards are awarded regularly for recognition of quality homework by a student.
3. Will keep a record of homework tasks as part of lesson planning.
4. Make the record available to the Faculty Director of Learning and Subject Leader.

Faculty Director of Learning and Subject Leader:

1. Will sample homework records of teachers.
2. Will look at examples of homework and talk to students and staff according to quality assurance programme.

Assistant Headteacher (Teaching & Learning)/Assistant Headteacher (Raising Standards Leader):

1. Will address issues raised by the whole school sampling of Student Planners.
2. Will sample Student Planners fortnightly.
3. Will sample homework records through faculty review.
4. Will sample examples of work and talk to students according to quality assurance programme.

Deputy Headteacher (Care, Guidance and Support)

1. Will address issues raised by the whole school sampling of Student Planners.
2. Will sample Student Planners fortnightly.
3. Will sample homework records through pastoral quality assurance processes
4. Will use student voice as a quality assurance measure

Pupil Progress Coordinator, Faculty Director of Learning, Form Tutor, Subject Leader, Subject Teacher, Form Tutor:

1. Will ensure that students have Planners on desks at the start of the form time and that students have recorded homework set.
2. Will ensure that achievement points and other rewards are awarded weekly for recognition of good use of Planner.
3. Will record and refer to PPC any homework related issues.

Pupil Progress Coordinator:

1. Will address issues raised by the whole school sampling of Student Planners.
2. Will sample Student Planners weekly.
3. Will sample homework records through pastoral quality assurance processes
4. Will use student voice as a quality assurance measure.