

St Ivo School

Homework Policy

DEPARTMENT: DRAMA

Statement on how policy is implemented

Key Stage 3 - Years 7, 8 and 9

Pupils in Year 7 have one hour per week of drama as a discrete subject. As the lessons are all practically based, pupils will not normally be set homework on a regular basis. However, there may be occasions when homework may be set as extension work e.g. writing a letter in role or a report. If set, it will not necessarily be written, it could be to learn some lines, find a prop or do some research in the resource centre.

In Years 8 & 9, the drama lessons are taught through English and though it will often be used as a stimulus for homework, its time allocation will be within the English homework timetable and closely linked to their English studies.

Key Stage 4 - Years 10 and 11

Pupils will be expected to complete a coursework portfolio for homework. We would expect them to spend approximately 1 hour on each piece. Homework on other occasions might take various forms, learning lines, finding a stimulus (a piece of music, a piece of costume or a prop) writing a monologue, learning lines or filling in an evaluation sheet. These types of homework will be set according to the practical work being prepared in the class. Pupils will also be expected to spend extra time (lunchtimes and after school) preparing and rehearsing for examination practical performances.

Key Stage 5 - Years 12 and 13

Students will be expected to complete a minimum of one written assignment and one piece of reading or research per week. Alongside this we would expect them to organise their notes after each lesson. Students will also be expected to spend extra time on rehearsals for Paper 1.

Statement on monitoring procedures

All teachers will be expected to keep a list of the homework set, whether they be written or practical.

If a pupil consistently fails to hand in homework, the head of department should be informed and contact will be made with the parent/carer.

DEPARTMENT: PHYSICAL EDUCATION

Statement on how policy is implemented

Key Stage 3 - Years 7, 8 and 9

Not appropriate.

Key Stage 4 - Years 10 and 11 - GCSE PE

Every week work is set that should take between one hour and one and a half hours to complete to a satisfactory standard. Homework will be set that reinforces work covered in the previous lesson, or it may involve revision for a test.

It is an essential part of a pupil's workload for this course.

Statement on monitoring procedures

Pupils are required to hand homework in at the same time each week, as a routine procedure.

A series of letters relating to individual pupils have been produced to ensure contact with parents/carers:

- a) homework not completed to a satisfactory standard
- b) detention warning
- c) detention given

DEPARTMENT: MUSIC

Statement on how policy is implemented

Key Stage 3 - Years 7, 8 and 9

The setting of homework is not a regular occurrence although there will be occasions where pupils will do some research or complete/improve an idea as part of a class topic.

Key Stage 4 - Years 10 and 11

All pupils who receive instrumental or vocal tuition automatically have homework because of their commitment to practising. One third of the marks at GCSE are awarded to performing and many pupils rehearse with others out of school to try to improve their performances.

The coursework of the composing area of the exam requires onward-going skills in compositional techniques and a tape to be presented by the examination deadline. Some of this work is completed as homework.

Pupils will also undertake research and written homeworks at times when this is appropriate.

Statement on monitoring procedures

All staff will record homeworks set in markbooks.

All staff will ensure that pupils make use of homework diaries for homework set.

If pupils regularly neglect their homework, parents/carers will be contacted by the member of staff. The head of department and form tutor will be informed at this stage.

The head of department will arrange to interview pupils who regularly fail to complete homeworks.

DEPARTMENT: MODERN LANGUAGES

Statement on how policy is implemented

Key Stage 3 - Years 7, 8 and 9

Homework is set according to school policy and guidelines. For most pupils this means two homeworks per week, increasing in length and complexity from Year 7 to Year 9. A variety of tasks are set: vocabulary learning, reading, writing activities, research.

Key Stage 4 - Years 10 and 11

Broadly speaking, the procedure for KS3 is continued in KS4. For the OCR syllabus increasing attention is paid to letter writing (formal and informal) longer narrative writing and general exam practice. Vocabulary learning is set regularly.

Statement on monitoring procedures

All homeworks will be recorded in teacher mark books and in pupil planners. Planners are, in the first instance, open to inspection and monitoring by form tutors. In addition, samples of pupil exercise books will be monitored periodically by the head of department or assessment co-ordinator or by the whole department in a departmental meeting.

DEPARTMENT: ENGLISH

Statement on how policy is implemented

Key Stage 3 - Years 7, 8 and 9

In Years 7, 8 and 9 staff in the English department will set a least one homework per week. Throughout the year, most pupils should average one hour's homework per week. Where possible, to encourage development of time management techniques, pupils should be given at least three days to complete homeworks. Staff should ensure that homeworks set are appropriate for mixed ability classes. At times it will be necessary to set differentiated homeworks to cater for pupils of the lowest ability. Homeworks need not always comprise written tasks. Planning, research, reading and preparation of various kinds are all appropriate tasks.

Key Stage 4 - Years 10 and 11

Throughout the year, most pupils should average two hours' homework per week. At this stage it is important to make use of longer-term deadlines, to encourage study skills and time-management skills. This will necessarily mean that homeworks may be irregular at times. Care should be taken that over time, the guideline as to 'average' given above is adhered to. Deadlines should be negotiated, where possible. Homeworks need not always comprise written tasks alone. Planning, research, reading and preparation of various kinds are all appropriate tasks, but care should be taken to ensure that satisfactory completion can be monitored.

Statement on monitoring procedures

All staff will record homeworks set in markbooks.

Ensure that pupils make use of homework diaries or have a written record of homeworks set.

A standard letter for sending home to parents/carers of pupils not completing homeworks is available. Phone calls are also appropriate for persistent offenders or when the homework is a coursework deadline. Keep the head of department informed of all action taken.

The head of department will arrange to interview pupils who regularly fail to complete homeworks.

DEPARTMENT: SPECIAL NEEDS

Statement on how policy is implemented

Key Stage 3 - Years 7, 8 and 9

Where Special Needs staff are working as mainstream English or maths teachers, either individually or team teaching, homework is set in accordance with respective subject guidelines (normally once or twice per week).

Where Special Needs staff are working in a support role, homework is set by mainstream subject teachers, although Special Needs staff sometimes assist with marking.

Withdrawal groups following individual work programmes are set regular reading and other work according to need.

Key Stage 4 - Years 10 and 11

Where Special Needs staff are working as mainstream English or maths teachers, either individually or team teaching, homework is set in accordance with respective subject guidelines (normally once or twice per week).

Where Special Needs staff are working in a support role, homework is set by mainstream subject teachers, although Special Needs staff sometimes assist with marking.

No homework is set for pupils withdrawn at Key Stage 4.

Statement on monitoring procedures

All pupils on the Special Needs Register are offered a minimum of two (often three) appointments for Drop-In Evenings per year. Programmes of work, support levels and homework are discussed in these sessions with parent/carer and pupil. Where necessary LSA support staff will assist with and monitor homework.

DEPARTMENT: GEOGRAPHY

Statement on how policy is implemented

Key Stage 3 - Years 7, 8 and 9

In Years 7, 8 and 9 the geography department will, under normal circumstances, set one homework a week. This homework will be of a varied nature; it will include written, graphical, reading, learning and research tasks.

Key Stage 4 - Years 10 and 11

In line with the school homework policy, a wide variety of tasks will be set and over different time scales. Coursework forms an extended part of the homework programme in Year 10.

Statement on monitoring procedures

All homeworks will be recorded in teacher mark books and in pupil homework diaries. Mark books are open to inspection.

DEPARTMENT: HISTORY

Statement on how policy is to be implemented

Key Stage 3 - Years 7, 8 and 9

In Years 7, 8 and 9 the history department will, under normal circumstances, set one homework a week. This homework will be of a varied nature: it will include written, reading, learning and research tasks. It will be handed in each week and marked promptly.

Key Stage 4 - Years 10 and 11

In line with the school homework policy, a wide variety of tasks will be set to suit the demands of the examination course. Coursework forms an extended part of the homework programme in Year 11.

Statement on monitoring procedures

Tasks set will be recorded in mark books, pupil homework diaries or exercise books.

Marks will be recorded in teachers' mark books.

Failure to complete homework will result in a supervised lunchtime detention.

Parents/carers will be contacted in the case of persistent offenders.

The setting and marking of homework is a matter of professionalism and trust and the department prides itself on its consistent approach.

This year we shall focus on Year 7 to encourage good habits for the future. All staff should be aware of the documentation circulated to Year 7 parents/carers.

DEPARTMENT: ART

Statement on how policy is implemented

Key Stage 3 - Years 7, 8 and 9

Homework is usually set weekly and pupils purchase their own sketch books, although paper is available if required.

Marking takes place in lessons, if possible, as this helps pupil-staff dialogue and develops awareness and critical vocabulary.

Key Stage 4 - Years 10 and 11

As above, although some work may be research and developmental over the period of a few weeks.

Statement on monitoring procedures

At Key Stage 3 pupils rotate and head of department sees a large sample of work produced.

Mark books to contain homework marks and to be checked by head of department termly.

Pupils often sent to head of department for praise.

Homework to be an agenda item once a year with samples produced.

At Key Stage 4 and Key Stage 5 through regular assessment trials and sessions with students in lunchtime criticism sessions.

DEPARTMENT: ART DEPARTMENT - STATEMENT ON HOMEWORK POLICY - 2003

The department is aware of the importance of homework within the subject of art and notes the requirement of the National Curriculum for pupils to develop good practise in the use of sketch books. This, coupled with the need for personal research at Key Stage 4, in the GCSE examination, and at Key Stage 5 in the Advanced level and AVCE examinations, makes it essential that the habit of regular homework is established from Year 7.

To this end, it is imperative that homework is set regularly throughout Key Stage 3 and marked according to the department's published marking schedule. If possible, this should be in the presence of the pupils. Homework may be observational drawing, historical and contextual research or one of the many varieties of investigation and experimentation which could help students within school project work. It is noted that during some projects it is not always appropriate to set homework at weekly intervals.

During Key Stage 4 and Key Stage 5, it is even more important that homework is set regularly to continue sequential development through visual research and critical appraisal. It should be noted that homework at this stage could often take the form of investigation over a period of weeks.

It is recommended that members of staff inform the head of department of any cases of homework refusal. Likewise, pupils deserving praise should also be referred to the head of department.

DEPARTMENT: ECONOMICS AND BUSINESS STUDIES

Statement on how the policy is implemented

Key Stage 4 - Years 10 and 11

Throughout their GCSE courses, it is impressed upon all students that success in public examinations requires a considerable commitment outside as well as inside the classroom. In pursuit of this commitment department staff will:

- set written homework on a regular basis;
- continually advise students as to the private study requirements in respect of ongoing project work and coursework;
- inform students as to the need for specific research and investigation tasks at the appropriate times;
- set revision tasks in accordance with class tests mock examinations and the Year 11 revision programme.

Statement on monitoring procedures

Written homeworks will be marked, recorded and returned with appropriate comments, allowing students the opportunity for further discussion where practicable.

Project and coursework will be monitored on a regular basis with appropriate oral and/or written comment made as to student progress.

Any student who fails, without good reason, to complete a homework assignment, will complete it in school at a time convenient to the teacher. This shall be recorded.

Where in the opinion of the teacher, a piece of work is of unacceptable quality, then the student will be asked to repeat it.

A student who repeatedly fails to complete homework assignments shall be referred to the head of department. In each individual case, action will be taken which is deemed appropriate.

Staff will keep a record of all homework assignments and assessments. These records will be open for inspection.

DEPARTMENT: ECONOMICS AND BUSINESS STUDIES cont

Portfolio Check Sheet

Describe how business operates

1. Have you used business language?
2. Have you considered how legislation or competition or other factors affect the business in your portfolio?
3. Have you looked at how the aims of the business affect its running?

Research

1. Have you collected any information?
2. Have you sorted the information and presented it?
3. Does the information come from two or more different sources?

Decision making

1. Does the information you have collected relate to the task you are carrying out?
2. Have you used the information to develop your ideas?
3. Have you used the information to identify at least two good alternatives?

Evaluation

1. Do you say how your recommendations solve the business problems?
2. Do you point out at least two benefits and two drawbacks of your recommendations?
3. Do you say what will happen as a result of your proposals?

Presentation and IT

1. Does your portfolio present your work neatly and clearly?
2. Have you used at least three IT applications?
3. Does your portfolio include graphs and numerical evidence?

BUSINESS STUDIES ASSESSMENT SHEET

Name:

Form:

Portfolio number:

- | | | | | |
|-------------------------------------------------------------|-----------|------|--------------|------------------|
| 1. Your research was: | excellent | good | sufficient | lacking in depth |
| 2. The use of your research in producing graphs tables was: | excellent | good | satisfactory | poor |
| 3. The decisions you made based on your research were: | excellent | good | satisfactory | poor |
| 4. Your presentation was: | excellent | good | satisfactory | poor |

This portfolio is subject to external marking and moderation, but it is likely that it will fall within the grade range

Comment if required:

CRITERIA FOR MARKING COURSEWORK:

GCSE BUSINESS STUDENTS (SHORT COURSE)

Coursework marked by the teacher should provide a reliable order of merit with a spread of marks which adequately discriminates between the attainment of candidates in accordance with the following criteria:

Maximum mark

1. An aim is stated and understanding of it is displayed, together with understanding of the facts, terms, principles, techniques or ideas. 12
2. Information chosen is appropriate 8
3. Information is presented in an accurate logical and effective manner 8
4. Data has been analysed, interpreted and evaluated 10
5. Arguments are presented which support the aims. 12
6. Main findings are presented, and recommendations based upon them. 10

TOTAL 60

Coursework must be submitted in accordance with the general coursework regulations which are published separately.

The Group will scale the above marks to a 20% weighting.

Specimen Marking Criteria - GCSE Economics

The categories given above have been selected in order to ensure comparability of demands and standards within the syllabus. It is intended that both items of coursework should test the same range of skills; thus a common marking scheme is to be used for both items.

Knowledge/use of information Ability to use knowledge in relation to an economics context
(assessment objective 1) Max 10 marks

Application Apply concepts, theories, terms and knowledge to resolve problems and issues.
(assessment objective 2) Max 10 marks

Select/organise/interpret: organise and analyse the information in order to use it to resolve the problems or issues. (assessment objective 3) Max 10 marks

Evaluation/judgement: draw reasoned conclusions, distinguish between evidence and opinion and present it in a precise and logical manner as a solution to problems or issues. (assessment objective 4) Max 10 marks

DEPARTMENT: SCIENCE

Statement on how the policy is implemented

Key Stage 3 - Years 7, 8 and 9

Suggested homeworks are written into schemes of work for Years 7 to 8. Year 9 have workbooks. All homeworks are varied in nature and include writing up practical work, structured questions on worksheets, research using books from the resource centre, projects, completing scientific investigations and revising for tests and exams.

Some of the homeworks, particularly scientific investigations and projects, are extended and may be spread over several weeks and certain homeworks involve the use of ICT and emailing to teachers.

Key Stage 4 - Years 10 and 11

Suggested homeworks are written into the schemes of work for the twelve modules at Key Stage 4. All pupils have homework books. The aim is to give students time 'on their own' to practice or extend skills and concepts learnt or discovered in the classroom. The type of homework set ranges from problem solving data analyses, note taking and completion of scientific investigations. The student's ability is taken into account when setting the task. Before module examinations a major part of the homework time is used by students for revision.

Statement on monitoring procedures

Science staff will keep a written dated record of what homework they have set in either their mark book or diary. This record will be monitored by the head of science, KS4 co-ordinator and KS3 co-ordinator at regular intervals.

DEPARTMENT: DESIGN AND TECHNOLOGY

Statement on how the policy will be implemented

Key Stage 3 - Years 7, 8 and 9

Within each year, homework tasks are written into the schemes of work. Some assignments will be relevant to the ongoing work - others may involve tasks such as researching, product analysis and answering questions.

The length of time for the homework task is related to the year group and it is expected that all work is completed, using the time set to complete the work, to the best of a pupil's ability.

Pupils are also encouraged to use their own time to take an interest in design and technology issues and some of the following may be appropriate:

*visiting museums *reading appropriate books (environmental issues, how things work, recipe books)

*preparing food *developing drawing skills and makings things at home

Key Stage 4 - Years 10 and 11

All Key Stage 4 design and technology courses require pupils to do additional work during homework time. Homework tasks may comprise research tasks, designing, planning or studying the skills and knowledge parts of the subject syllabus.

Homework is set each week and pupils should work to the given time allocation. The standard of presentation work is an important aspect of design and technology and it is important that any homework task is completed to the best of a pupil's ability.

Statement on monitoring procedures

All staff will issue homework tasks on a regular basis and ensure that they are handed in within the deadline set. Regular marking with comments given will enable pupils to see how well they completed the task and how they will be able to improve future work.

Where pupils fail to hand in homework within the deadline, additional tasks or a department detention will be set. If problems continue, the head of department, form tutor and head of year will be involved.

Staff will keep a written record and the head of department will monitor this.

Marking guide for design and technology

1 Minimum work submitted	6 Quite good, demonstrates competence
2 Poor quality and quantity, repeat work	7 Good work, demonstrates some quality
3 Below the standard required, repeat work	8 Very good work, quality dominates the work
4 Acceptable standard of work but weak	9 Excellent work, high quality throughout
5 Satisfactory work, meets the requirements of task	10 Outstanding work, exceptional quality level

DEPARTMENT: MATHEMATICS

Statement on how policy is implemented

Key Stage 3 and 4 - Years 7, 8, 9, 10 and 11

Homeworks will be set each week for classes in Years 7, 8 and 9. Homeworks will be at least one of the following types:

- extension work
- consolidation work
- completion work
- revision
- exploration/research
- preparation work
- non-written tasks e.g. learn certain formulae or tables
- investigational work

For Years 10 and 11 homework will be set regularly, where appropriate and will on average be approximately one hour in length. We expect Years 10 and 11 to take greater responsibility for properly completing homeworks, and in Year 11 revision of Year 10 topics will be included.

Homeworks will be an integral part of each topic, unless it is part of remedial work. Homework will be set as much as possible in line with the published homework timetable.

Pupils will be expected to write details of their homework in their mathematics books as well as in their homework diaries - the information in the books usually being more detailed. They will be expected to note the date set, date due, details of the homework, and to tick when it is completed. We would welcome parents/carers signing the mathematics books regularly to ensure homework is being set and completed.

Some homeworks on routine exercises may be marked by the pupils and checked by the teacher.

Homework marks will be recorded in the teacher's mark book and feedback given. Comments relating to homeworks will be written in the record of achievement for each pupil.

If a number of homeworks are missed or there are regular problems in receiving homework from a pupil, parents/carers will be informed by letter and a department detention may be set.

Statement on monitoring procedures

Teachers will monitor homeworks through their mark books and the pupils' books. Pupils placed on detention due to missed homework will also be recorded and if a pattern emerges, parents/carers will be contacted. Progress on the homework policy will be discussed at department meetings and informal discussions will regularly take place between the head of department and members of the department.

To all teaching staff and members of the Governors' Curriculum and Assessment Committee

St Ivo School recognises the importance and value of homework and pupils and parents/carers should expect homework to be set on a regular basis. The nature and quantity of homework set will change as pupils move through the years.

Parents/carers can support pupils in their homework by providing a quiet working environment at home and by showing an interest in the work set, for example by checking homework diaries and discussing the work.

Subject teachers will set a variety of forms of homework, some of which will be written work, but which might also include activities such as research, reading, revision and note-making. For the guidance of parents/carers the following notes should give an indication of the average load expected.

Key Stage 3 - Years 7, 8 and 9

Pupils should expect homework to be set once or twice per week in the great majority of subjects. In Year 7 the demand will be for approximately **half an hour** per subject per week, resulting in about one hour's homework per night. This will rise to about one hour per subject per week by Year 9.

In order to balance the workload for pupils, and to allow them to plan ahead, a homework timetable is published. There are occasions when the timetable might be varied, for example in order to set longer tasks. In these instances, subject staff will give pupils additional time to complete the work. Homework diaries should be used by pupils to spread the homework load over the week.

If a pupil is unable to complete a homework, the form tutor should be informed.

Key Stage 4 - Years 10 and 11

During Key Stage 4 pupils are preparing for GCSE examinations. These courses of study require a wider variety of tasks to be undertaken at home. Homework might, therefore, take the form of research, writing up, revising, collecting resources, investigating, reading, note-making, as well as more formal written tasks. Quite often, subject teachers will set homework that extends over a number of weeks, requiring a pupil to research and produce an extended essay or assignment. It is impossible, therefore, to timetable homeworks rigidly.

To help pupils plan their work over a term, a coursework booklet is issued. Pupils are encouraged to learn to manage their work at home to meet deadlines.

As a guide, it is expected that up to two hours' homework per week will be needed in each subject taken, on average a total of some twelve hours per week. This time will be spent on a variety of tasks, and pupils working at this level would be making an appropriate effort.

DEPARTMENT: RELIGIOUS EDUCATION

Statement on how policy is implemented

Key Stage 3 – Years 7, 8, 9

The department aims, wherever possible, to set homework once a week for all classes in Years 7 – 9. Homework tasks are of a varied nature eg open-ended task, series of questions, reflection, drawing, research etc. Pupils are expected to record homework in their diaries/planners. Sometimes a task may extend over several weeks.

GCSE classes receive homework every week. This may be completion of coursework, revision or further research.

Statement on monitoring procedures

Pupils who persistently fail to do homework will be placed in a departmental lunch-time detention.

The tutor and the head of year will be consulted before the classroom teacher telephones home to advise parents/carers about the problem.

Pupils who request help will be accommodated and encouraged to use the learning resource centre and homework clubs.