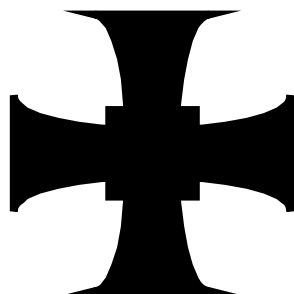


# TRINITY SCHOOL



A CHURCH OF ENGLAND ACADEMY

## HOME LEARNING POLICY

**Curriculum & Achievement Committee**

**Reviewed:** October 2016

**Approved by the Curriculum & Achievement Committee:** October 2016

**Ratified by the Governing Body:** December 2016

**Next review:** October 2018



## Aims

- 1 To encourage students to develop the practice of independent study and self discipline.
- 2 To allow practice in skills which have been acquired, such as enquiry and investigation that are essential for successful lifelong learning.
- 3 To prepare for work to be done in a future lesson.
- 4 To open up areas of study and to make possible the use of materials and sources of information that are not accessible in the classroom.
- 5 To foster the role of parents as co-educators of their children.

Home Learning which is purposeful and worthwhile, conscientiously carried out can be a significant factor in achieving the aims of the school. This is particularly true when all stake holders involved, teachers, students and parents are working effectively together. It is an integral part of the curriculum and is planned and prepared alongside other programmes of learning.

## Teachers

- 1 Teachers have a responsibility to set Home Learning tasks which are clearly understood, and within the capabilities of the student concerned.
- 2 The home learning set may be intended to consolidate or extend work done in class, to leave the students to pursue their own lines of enquiry, or to prepare work for a future lesson.
- 3 At Key Stage 3 and 4 Home Learning tasks will be set at appropriate points in the learning cycle. This may be longer written tasks or project work or smaller tasks such as completing work, learning and reading tasks.
- 4 The time allowed to achieve a task will vary considerably and will tend to increase as the students get older. Ideally there should be a gradual progression between the amount of work required in Year 7 through to Years 10 and 11. In the case of students following GCSE courses some pieces of work could be extended over a period of half a term or longer as dictated by the demands of the course and qualification.
- 5 Teachers have a responsibility to ensure that students receive feedback about the work which is done not only in class but also at home. This can be achieved in a variety of ways, depending on the nature of the task which has been set. Nevertheless, students and parents can expect that work will be assessed in accordance with the school's Assessment for Learning policy.

## **Students**

- 1 Students' responsibilities start by making sure that they have a clear understanding and record of the work which has to be done, the date on which it has to be completed and where it should be handed in. This should be recorded in the student planner.
- 2 The work should be completed as soon as possible after the lesson unless the work set requires tasks to be done at some later stage.
- 3 Written homework should be well presented i.e. legible and neatly set out. The setting out should include the date and a suitable heading.
- 4 Students should devote an appropriate amount of time to each task to ensure it is completed to the best of their ability.
- 5 Home learning tasks such as reading, thinking, planning and learning are just as important as written tasks.
- 6 It is important that written homework should be handed in at the right time and in the right place.

## **Parents**

Parents can help

- 1 By encouraging and supporting their son/daughter with organisation and the meeting of deadlines, presentation, etc.
- 2 By testing what has been set for learning homeworks.
- 3 By asking their son/daughter to read a piece of written work to them or to explain what he/she has been studying. This will help him/her to correct obvious mistakes.
- 4 By making sure their son/daughter has checked that everything needed for the next day's lessons is packed the night before.

## **Student Planner**

One simple means of communication between all three parties concerned is the Student Planner.

- 1 Students are expected to record the homework in the planners. When appropriate they should record the date set and the completion date for each task.
- 2 Parents are expected to sign the student planners each week to indicate that they have checked on the home learning being set and done.
- 3 Form Teachers are expected to monitor the amount of work which students are having to do and the filling in of the planner.

If parents feel there is a regular problem over home learning we would encourage them to contact the school and similarly we would contact parents if there were frequent problems over tasks not being done or not being completed satisfactorily. We also hope that there will be communication between parents and teachers when things are going well.

## **Monitoring and Evaluation**

Home Learning is an essential element of the curriculum and as such is regularly monitored and subject to evaluation.

- 1 Subject Leaders and Heads of Department will monitor home learning by checking lesson plans, students' work and student planners. They will keep a record of the monitoring so that it can be used as part of line management and the school self-evaluation process.
- 2 Form tutors, Heads of House and Pastoral staff will monitor the use of planners for all students. They will monitor the regularity of work being set.
- 3 Annual samples of home learning tasks and student work will be sampled by the Assistant Headteacher responsible for Home Learning to ensure consistency and high standards.
- 4 Home learning tasks and planners will be periodically sampled by Curriculum / Subject leaders and Heads of House respectively to ensure the school policy is being implemented.
- 5 Each subject area will publish information about their own Home Learning policy and publish this on the school website.
- 6 The Curriculum Committee will receive an annual report that includes a summary of the monitoring, sampling and feedback that has taken place.