

# KIRKHAM GRAMMAR SCHOOL

## POLICY DOCUMENT

### HOMEWORK

This policy applies to Kirkham Grammar Senior School (KGS) only.

<b>Policy number: 19</b>	<b>Originating date: July 2004</b>	<b>Date last reviewed: July 2019</b>	<b>Next review: July 2022</b>
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#### INTRODUCTION

Homework is an integral part of the academic curriculum at KGS; purposeful and useful homework must be set with absolute regularity and staff are expected to insist that it is completed fully, and to an acceptable standard, by every pupil.

Staff should do their best to pay prompt attention to homework, bearing in mind the general principle that the sooner homework is marked, the more valuable the feedback is to pupils. Thus, wherever possible, learning homework should always be tested, and written work marked in accordance with the Marking Policy.

#### GENERAL PRINCIPLES

Homework should reinforce techniques, skills and concepts developed at school and should provide an opportunity for differentiation. It should enable pupils to:

- work independently
  - research facts
  - accept responsibility for their own work
  - develop creative thinking
  - develop organisational abilities
  - add to the body of knowledge acquired in class
1. All pupils should be set relevant homework in subjects they are studying; pupils should refer to their Google Classrooms for details of the homework set.
  2. In Years 7 & 8 there should be two homeworks per week in English, Mathematics and one homework in each of the other subjects taken, with the exception of art, design technology, drama, music and PSHE, where it is not always appropriate to set a formal homework each week. It is the same arrangement in Year 9. In Years 10 & 11 there should be two homeworks per week in each GCSE examination subject being

studied. Project work should cover a period of time spanning a number of homework nights with the completion date noted in the Google Classroom.

3. Homework should be set regularly on the week days arranged at the beginning of each academic year. For Years 7 – 11 a homework timetable will be drawn up by the Head of Year in consultation with subject teachers and Form Tutors. The homework timetables should be posted on form room notice boards.

When setting homework on Google Classroom the following format must be followed to ensure the pupils receive the correct notification of the work to complete:

1. Homework **must** be set as an Assignment on GC, NOT as Material.
  2. A Due Date **must** be included so that work appears in the pupils ‘To Do List’
  3. The assignment title should include the date set and the word ‘Homework’
  4. Homework assignments could be separated from classwork in a ‘Homework’ Topic on GC
4. Homework should be spread evenly throughout the week with effort being made to avoid particularly heavy nights. Staff are requested to keep to the schedule in order to maintain a balanced programme of homework throughout the week.
  5. The Heads of Department shall decide the recommended time allocated to each subject for one homework. These are currently:

Year 7 - 9	Should not exceed 30 mins per subject
Years 10 - 11	Approx 40 mins per subject

It is expected that students in the Sixth Form will complete 5 hours study per subject per week in addition to taught sessions and directed study periods.

6. Subject teachers are expected to accept responsibility for ensuring that homework is completed to their satisfaction. Parents are encouraged to sign up for Guardian emails in order to monitor the homeworks set and their completion. Guardian email summaries include:
  - Missing work—Work that’s late at the time the email was sent
  - Upcoming work—Work that’s due today and tomorrow (for daily emails) or work that’s due in the upcoming week (for weekly emails)
  - Class activity—Announcements, assignments, and questions recently posted by teachers

Sanctions against defaulters should follow the sequence as outlined in the Behaviour, Rewards and Sanctions Policy.

7. Monitoring and evaluation of homework

Staff should keep a brief record of homeworks set, with dates. A copy should be available for the Head of Department. As the setting of homework is a functional part

of school policy, work should be returned to pupils as quickly as is practicable and staff must keep an accurate record of marks and grades awarded. Homework marks or grades must be related to a defined departmental procedure which might include selective marking, common homeworks with marking schemes and a degree of standardisation.

Monitoring is carried out:

- by subject teachers.
- by Heads of Department and SLT (see Coaching/Reviews section of the Academic Staff Handbook).
- by Heads of Year, following up on concerns raised by parents or staff
- by the SLT through Pastoral Team meetings and mock inspections.

*Kirkham Grammar School*

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