

# **Thomas Telford School**



## **Homework Policy**

Revised by:  
D Carroll

Updated July 2009

# **GUIDELINES FOR HOMEWORK**

## **THE ROLE OF THE PERSONAL TUTOR**

These guidelines are issued to enable you to assist your personal students in the organisation of their homework.

Your students should bring their Homework Logs to you in every Personal Tutor session. This forms the agenda for checking their progress and monitoring their performance.

Ensure that students understand what they have to do for each homework task. Where the same task has been set for all students, ensure that each individual knows what is required of them to reach specific NC/Examination levels.

Ascertain whether the student has any difficulties with the homework they have done/been set - with particular reference to differentiation. Any such difficulties should be referred to the subject teacher.

A Homework Timetable is available for students in Key Stage 3, please see samples attached. Students are expected to organise their own timetable in Key Stage 4.

Do encourage your students to plan their own homework timetable. This may need to be amended each week, depending on the nature of the homework and the time allowed for its completion. (Research may require a visit to the Library, reading needs to be done in one 'sitting', learning vocabulary may need several revisits during the week.)

Students should use the Homework Log to plan when each subject will be tackled. The more able student will not need much assistance in this, whilst the less able will need continued support.

Students must aim to complete homework in the time set.

Check the Module Report to ensure the parent has signed and act urgently upon any comments related to homework.

If a student/parent requests extra homework in a particular subject(s) satisfy yourself that this would not bring undue pressure on the student, then contact the subject teacher for the work to be set.

You will receive homework slips from subject teachers when students fail to submit homework. You must act urgently upon this, ascertain reasons and support the student to complete the missing pieces.

## THE ROLE OF THE STUDENT

These guidelines are issued to assist in the organisation and completion of your homework.

Use your Homework Log to write down your homework.

Write down today's date, the task you have to do, who has set the homework and when it has to be completed.

**If you are not sure about something, ask your teacher to explain.**

**Never** leave the lesson without understanding what you have to do.

Show your Homework Log to your Personal Tutor during tutor time to help you to plan the week's work.

The times below are given as a guide to how long each piece of homework should take.

Key Stage 3	Year 7	30 - 45 minutes
	Year 8	30 - 45 minutes
Key Stage 4	Year 9	45 - 90 minutes
	Year 10	45 - 90 minutes
	Year 11	45 - 90 minutes
	Sixth Form	Homework tasks will be set as negotiated with the Course Tutor

The above times are a guideline but if you are spending much longer than the time suggested, your parents should contact your Personal Tutor. You may, if you wish, complete homework in the Library between 4.00 pm and 4.45pm Monday to Thursday.

In Key Stage 3 you will be given a Homework Timetable to show when Homework is set, please see samples attached. In Key Stage 4, you are expected to organise your own timetable. Further details about your courses and homework are available from the Online Curriculum. All students and parents are offered training in Year 7 about how to access this information both at School and from home.

Ensure that your parents sign and, if necessary, comment on each Module Report.

If you have a problem with any part of your homework, tell your Personal Tutor who will help you to sort it out.

## THE ROLE OF THE SUBJECT TEACHER

These guidelines are issued to enable you to plan effectively for the homework needs of your students.

In Key Stage 3 Homework is set in Mathematics, Science and English only. Revision Homework may be set in other subjects, prior to tests or examinations, at the discretion of the Subject Teacher. Sample Homework Timetables are attached.

Ensure that the homework you set is appropriate to the ability and progress of each student. This may mean different tasks being set across the teaching group, or different outcomes being expected from the same task.

Please ensure that the work set can be completed by the students without the assistance of an adult. Homework is for the students not parents.

Please also ensure that homework does not necessitate the purchase or acquisition of additional resources eg. paint, card, wood etc. For example, the construction of models or costumes etc. should be completed in School utilising School resources. Never make assumptions about the resources available to students in terms of parental time or money.

The times below are given as a guide to how long each piece of homework should take.

Key Stage 3	Year 7	30 - 45 minutes
	Year 8	30 - 45 minutes
Key Stage 4	Year 9	45 - 90 minutes
	Year 10	45 - 90 minutes
	Year 11	45 - 90 minutes
	Sixth Form	Homework tasks will be set as negotiated with the Course Tutor

Homework may be completed in the Library between 4.00pm and 4.45pm Monday to Thursday.

Make clear and sensible arrangements for homework to be handed in.

Ensure that each student clearly understands what the homework task is, exactly what they have to do for satisfactory completion and when the work must be completed. Students should be aware of the standards required to achieve specific grades.

Ensure that all students write down their homework tasks on their Homework Log clearly indicating when the task must be completed. Failure to do this makes it difficult for parents and tutors to support you. Weaker students will need positive support here - remember that they may benefit from recorded instructions which they can take home.

Be prepared to set extra homework for any student/parent who has requested this through their Personal Tutor. There should always be plenty of work available.

Ensure that all homework is marked promptly before the next teaching session and in accordance with the School Marking Policy.

If a student fails to submit a piece of homework then complete a homework slip and pass it to the Personal Tutor for action.

Please ensure that all students are shown their courses, on the Online Curriculum. Each Year 7 student and their parents will be offered training about how to access the curriculum both at School and home.

# THE ROLE OF THE PARENT

These guidelines are issued to enable you to monitor your child's homework.

In Key Stage 3, Homework is set in Mathematics, Science and English only. Revision Homework may be set in other subjects, prior to tests or examinations, at the discretion of the Subject Teacher.

Your child will show you a Homework Log which will indicate what tasks have been set for homework and when they must be completed.

The times below are given as a guide to how long each piece of homework should take. The Mathematics, English and Science Homework should be about 30 minutes and Revision for a Test about fifteen minutes.

Key Stage 3	Year 7	30 - 45 minutes
	Year 8	30 - 45 minutes
Key Stage 4	Year 9	45 - 90 minutes
	Year 10	45 - 90 minutes
	Year 11	45 - 90 minutes
	Sixth Form	Homework tasks will be set as negotiated with the Course Tutor

The above times are a guideline, but if your child is spending much longer than the time suggested, please contact their Personal Tutor. Students may, if they wish, complete homework in the Library between 4.00pm and 4.45pm Monday to Thursday.

All students in Key Stage 3 will have a Homework Timetable, samples attached. In Key Stage 4, students are expected to organise their own timetable.

We welcome your support if your child needs help with their homework - but please do not do the homework for her/him.

The tasks should be appropriate to the level and progress of each individual student.

Some homework will be written whilst other homework will involve your child in some research (eg visiting a library or conducting a survey).

Further details about courses are available from the Online Curriculum. All students and parents are offered training in Year 7 about how to access this information both at School and from home.

Please sign the Module Report (issued approximately every month) and, if necessary, comment upon the quality and frequency of homework, expressing your satisfaction or otherwise.

If you have any general or specific concerns about your child's homework or work in general, please contact the Personal Tutor immediately.

## ***FRONT OF HOMEWORK SLIP***

### **REPORTING STUDENTS WHO FAIL TO DO HOMEWORK TO PERSONAL TUTORS**

Subject teachers should use their professional judgement in assessing the reason given by a student who fails to submit homework at the time given.

Should a teacher view the excuse as invalid, then the School Homework Report Slip should be completed and sent to the Personal Tutor for further action.

## ***BACK OF HOMEWORK SLIP***

### **HOMEWORK REPORT**

**SUBJECT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

To: (Personal Tutor) \_\_\_\_\_

(Name of student): \_\_\_\_\_ has failed to submit a piece of homework.

This work had been set by: \_\_\_\_\_

This has been recorded by the teacher. Please address this matter in Personal Tutor time and keep this copy for your records

## Year 7 Student Homework Timetable

Year 7	Monday	Tuesday	Wednesday	Thursday	Friday
<b>T</b>	Mathematics	Science	English Core	Science	Mathematics/English
<b>E</b>	Mathematics	Science	English Core	Science	Mathematics/ English
<b>L</b>	Mathematics	Science	English Core	Science	Mathematics/ English
<b>F</b>	Mathematics	Science	English Core	Science	Mathematics/ English
<b>O</b>	English Core	Mathematics/ Science	Science	English	Mathematics
<b>R</b>	English Core	Mathematics/ Science	Science	English	Mathematics
<b>D</b>	English Core	Mathematics/ Science	Science	English	Mathematics

Students in Year 7 will receive 2 x 30 minutes homework in English, Mathematics and Science.

Occasionally, other subjects will set homework. This will only be when revision is necessary prior to tests or exams.

All English homework will be set in the Core English Session as indicated.

**Where more than one subject is set on one day, homework will be collected in the following week.**

## Year 8 Student Homework Timetable

Year 8	Monday	Tuesday	Wednesday	Thursday	Friday
<b>T</b>	Mathematics	Science	English	English Core	Mathematics / Science
<b>E</b>	Mathematics	Science	English	English Core	Mathematics / Science
<b>L</b>	Mathematics	Science	English	English Core	Mathematics / Science
<b>F</b>	Mathematics	Science	English	English Core	Mathematics / Science
<b>O</b>	Mathematics	Science	Mathematics*	English	English Core/ Science
<b>R</b>	Mathematics	Science	Mathematics*	English	English Core/ Science
<b>D</b>	Mathematics	Science	Mathematics*	English	English Core/ Science

Students in Year 8 will receive 2 x 30 minutes homework in English and Mathematics.

In Science students will have 3 x 20 minutes homework to cover Biology, Chemistry and Physics.

All English homework will be set during the Core session.

\*8ORD Mathematics homework will be set on Tuesday but completed on Wednesday.

Occasionally, other subjects will set homework. This will only be when revision is necessary prior to tests or exams.

**Where more than one subject is set on one day, homework will be collected in the following week**