



CARMEL COLLEGE

HOMEWORK POLICY
& USE OF HOMEWORK DIARY

Document Management:

Date Policy Approved:

June 2011

Date Reviewed:

January 2014

Next Review Date:

January 2015

Version:

2.0

Approving Body:

Full Governing Body

Policy Category:

Whole College

HOMEWORK POLICY AND USE OF THE HOMEWORK DIARY

PURPOSES OF HOMEWORK – WHAT IS IT FOR?

- To develop the skills of independent learning.
- To consolidate learning in class.
- To practise skills learning by doing.
- To develop self-discipline and time management skills.
- To research an area of interest.
- To give opportunity to develop the partnership of student/parent/teacher.
- To do work which is not suited to the classroom situation.

HOW MUCH SHOULD BE SET?

The following gives an approximation of the amount of homework which may be set. However, there may be occasions when less and more homework is given. As a general rule English, maths and science set two homeworks a week and other subjects set one.

Years 7 & 8	45 – 90 minutes per day
Year 9	1 – 2 hours per day
Years 10 & 11	1 ½ - 2 ½ hours per day
Years 12 & 13	Dependent upon individual courses followed

HOMEWORK PROCEDURES

Homework Timetables:

These take account of:

- 1 The need to ensure coordination for homework completion by the form tutor so that students do not have too much to do on one night and too little on another. This is usually achieved by giving students more than one night in which to complete homework.
- 2 The teacher's work schedule and opportunity for marking work.
- 3 An even sharing of homework for students across the week.

Students will record their homework timetable into their homework diary. Tutors should monitor that the timetable is being adhered to by all.

Students with a Statement of Educational Need carry homework cards. Staff should specifically check that homework is correctly written into their diaries and where necessary write it in for them.

Homework Diary:

The homework diary should be brought to College every day. Homework should normally be written on the board with sufficient time for students to write it in their homework diary. The date set and the date to be completed should be clearly stated. The content of the homework should be written so that parents can understand what has to be done, and can help if necessary. Parents and tutor should sign the diary weekly to show they have noted what has been set and Pastoral Learning Managers will check diaries at regular intervals.

Help with Homework:

If homework tasks are not understood by students, they should see their subject teacher, before the day when the homework is due for completion, and ask for help.

The Learning Support staff offer a lunchtime homework club as do the Librarians after College. Students in Years 10 and 11 may also access support from Learning Mentors in the Library at lunchtime.

Homework Procedures as Students Move up the College:

Students in Years 7, 8 and 9 have short tasks to complete and usually only two or three days in which to do it. In subjects which have only one lesson each week, the homework time span is often one week.

In Years 10 and 11, tasks set are often more extensive, sometimes taking two or three weeks to complete. In the case of coursework, a timeline may be set by teachers to help students plan their time.

Revision of what is learned in class should form part of a conscientious student's homework particularly before the Year 10 and Year 11 College exams, and before the GCSE. Students in Years 10 and 11 are expected to give work in on time; it is to their advantage to do so in order to get feedback on their work. This feedback will help them in the continuous development of skills and knowledge.

Summary of Homework Procedures:

- 1 Homework should be handed in on or completed on time by the date set in the diary.
- 2 Parents are updated on their child's ability to complete homeworks through reports, communication from the Pastoral Learning Manager or during the Academic Mentoring Day.
- 3 If students persist in not doing homework
 - they may be detained to complete the work
 - their parents may be asked to come into College to see the Pastoral Learning Manager

HOMEWORK TASKS WHICH MIGHT BE SET

Tasks should have a clear objective and be linked to study programmes. It may be appropriate for tasks to be started in class and completed as homework so students have a clear understanding of what is required. Other suitable tasks may include the following:

- Investigation
- Interviews
- Research/Public library visit
- Reading
- Designing
- Drawing
- Word processing
- Simple experiments
- Essay writing
- Drafting
- Report writing
- Revision
- Making a model
- Desktop publishing
- Projects

ARRANGEMENTS FOR MONITORING AND EVALUATING THE POLICY

- 1 Form Tutors will scrutinise a selection of homework diaries each week.
- 2 Parents are asked to look at their child's diary and contact the Pastoral Learning Manager if necessary to discuss any issues or concerns.
- 3 Pastoral Learning Managers will select a random sample of diaries regularly each half term and check that the diary is being completed appropriately.
- 4 Members of the Senior Leadership Team will undertake homework reviews as part of their departmental monitoring programme.

SUMMARY OF THE POLICY

Students' Responsibilities

- Write homework timetable into diary.
- Record homework fully.
- Complete it on time.
- Ask for help if needed.

Parents'/Carers' Responsibilities

- Provide a peaceful, suitable place for students to work at home.
- Make it clear to students that they value homework, and point out the benefits of it.
- Ask to see completed homework praise their children for good work done.
- Expect deadlines to be met and check through the diary that they are.
- Sign the diary.

Teachers' Responsibilities

- Set appropriate homework and record it.
- Check that students carrying Homework Cards have correctly noted the homework
- Collect it in on the due date and mark it, if appropriate.

- Give formative feedback to students.

Curriculum Leaders/Pastoral Learning Managers' Responsibilities

- Monitor homework given.
- Monitor diaries.
- Evaluate the work set and the quality of the completed product.
- Take action if necessary.

Senior Leaders' Responsibilities through Link Leader Role

- Monitor, evaluate and review the homework policy and its effectiveness.