



**WOOTTON PARK**

*'Ipsam quod faciendum est diutius'*

<b>Title</b>	<b>Home Learning Policy</b>
<b>Year</b>	2018/19
<b>Author</b>	Tim Clarke and Jennifer Watts
<b>Governor Link</b>	Laura Knight
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## Home Learning Policy



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### Introduction

It is School policy to set Home Learning. The purpose of Home Learning is to reinforce, develop and establish concepts and skills taught in lessons.

At Key Stage 2, the class teacher will set Home Learning as appropriate. All Home Learning set will be relevant to their scheme of learning and compliment the classroom learning.

At Key Stage 3, two or three Home Learning tasks will be set per evening. Learners should spend approximately ½ hour on each Home Learning per evening, therefore a learner should spend between 1 hour to 1-½ hours per evening doing Home Learning.

At Key Stage 4 the number of subjects per night varies depending on option groups. At least 3 subjects will be set on any one night. Learners should be spending about 2 hours each evening in Year 10 and in Year 11 build up to 3 hours each evening towards the end of the GCSE courses.

At Key Stage 5 the number of subjects per night varies depending on the courses studied. It is expected that for every 5 hours of teaching a learner receives they will spend an additional 5 hours private study per week.

Home Learning tasks will be given in class, and will be made available on the Home Learning platform 'Show My Homework', giving details of the task and additional support materials as necessary.

Learning takes place inside and outside the classroom. To support learners, Home Learning must be planned, meaningful, clear and set regularly.

### Key Principles of Home Learning at WPS:

A variety of Home Learning tasks can be set, such as

- Flip Learning
- Questions
- Research
- Reading
- Extended writing
- Past papers
- Notes
- Learning/revision
- Projects
- Presentation Preparations
- Memorizing
- Rehearsing

All Home Learning must be assessed. This can be done in a variety of ways, such as:

- Marked by the teacher
- Peer/self-assessment
- Orally
- By testing

Home Learning tasks must be planned and must not be 'finish off' work. Home Learning should normally be set at the start of the lesson. Setting Home Learning at the end of the lesson should be avoided.

Learners must be clear about the purpose of the Home Learning and how it will be assessed.

Learners given clear instructions of the Home Learning task, deadline and how to complete the work.

### Home Learning Zone

A Home Learning Zone operates every lunchtime between 1:40 and 2:20 and afterschool between 3:20 and 4:30. This club will be available to learners who wish to complete Home Learning within the School and the School's ICT facilities will be available to learners. The Zone will be supervised and a register taken.



**Subject teachers' responsibilities:**

- Setting, collecting, marking and recording progress in accordance with Subject Area and School policies;
- Home Learning tasks should have been considered and planned in advance of the lesson, in line with schemes of work and Teaching for Learning Policy;
- Home Learning tasks should be related to subject Schemes of Work;
- Home Learning tasks should be clearly explained to the class and Home Learning should not be set in a rush at the end of the lesson;
- Home Learning should be marked in accordance with the School Marking Policy; within two weeks of the Home Learning being handed in and preferably before;
- The teacher must provide formative comments and targets in sufficient detail to enable the learner to know what to do in order to improve and progress their learning;
- Teachers must be considerate of the amount of Home Learning being set to avoid learners being “overloaded” with work;
- Ensure learners write “Home Learning” as a heading at the start of each piece of work completed, as well as date and title.

**Learners' responsibilities**

- To write “Home Learning” as a heading at the start of each piece of work completed;
- To ask staff if Home Learning is not clear and to request support in specific subject areas / Home Learning Zone if required;
- To undertake all Home Learning tasks to the best of their ability – their personal best!
- To hand in ALL Home Learning by the due date;
- If no Home Learning is set, learners should use the time in a useful and sensible way, e.g. revision, reading, redrafting work;
- Each subject area provides an opportunity for learners having difficulty with Home Learning tasks or in meeting deadlines to consult a subject specialist. It is the learner’s responsibility to seek help if required.

**Parents' / Carers' responsibilities:**

- To ensure that learners undertake all tasks as recorded via ‘Show My Homework’.
- To inform the Form Tutor / Subject Teacher when the learner has had difficulty completing Home Learning e.g. owing to family circumstances;
- To ensure learners spend the set amount of time each evening on Home Learning as required.

**Form Tutors' responsibilities:**

- To ensure that Home Learning and its importance is constantly reinforced during Form Time and support and guidance given to learners with regard to Home Learning Timetables / Home Learning Expectations;
- To liaise with Parents / Carers on general Home Learning concerns and devise and monitor a plan of action if required to ensure Home Learning is completed.

**Curriculum Leaders' responsibilities:**

- To check that Subject Teachers within their team are following the procedures set out in this policy;
- To keep a monitoring file as evidence that all Subject Staff are setting and marking Home Learning in accordance with the Teaching for Learning, Assessment & Marking Policies;
- Assist & support Subject Teachers in ensuring ALL learners complete Home Learning and intervene as required.

**Procedures to be followed if a learner fail to submit Home Learning tasks:**

	<b>Examples of Behaviour</b>	<b>Sanction</b>
<b>H1</b>	<ul style="list-style-type: none"> <li>• Home Learning not submitted on time</li> <li>• Home Learning not completed satisfactorily</li> </ul>	<ul style="list-style-type: none"> <li>• Verbal warning – mark in register – due in next am</li> </ul>
<b>H2</b>	<ul style="list-style-type: none"> <li>• Repetition of any H1 offence within 1 term</li> </ul>	<ul style="list-style-type: none"> <li>• 2<sup>nd</sup> verbal warning – mark in register – due in next am</li> </ul>
<b>H3</b>	<ul style="list-style-type: none"> <li>• Repetition of any H2 offence</li> <li>• Home Learning not submitted by the following morning</li> </ul>	<ul style="list-style-type: none"> <li>• 30 minute lunchtime detention by subject teacher</li> </ul>



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<b>H4</b>	<ul style="list-style-type: none"><li>• Repetition of any H3 offence</li><li>• Misbehaviour during H3 detention</li><li>• Failure to turn up to Home Learning detention</li></ul>	<ul style="list-style-type: none"><li>• 60 minute after school detention (L4 offence*)</li><li>• Subject teacher contacts parent/ carer if subject based. Form Tutor and/or AP contacts parents if across subjects.</li><li>• Compulsory attendance to Home Learning Zone.</li><li>• Learner on Home Learning report to be monitored by the Form Tutor and/or AP.</li></ul>
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Personal Tutors should be informed if there is continuing concern.

\* Parents/carers should always be informed of 60 minute after-school detentions (H4 and L4). Where this is not a Friday detention supervised by SLT/Pastoral Leaders, the supervision of this detention should be discussed by the member of staff concerned with their Curriculum Leader.

### **Monitoring, evaluation & review procedures**

During any learning observation, learning walk, work scrutiny etc. and in line with the schools marking policy and other school policies, a lesson observer will check the timing and nature of Home Learning set and the quality of feedback given to learners. The observer will check that Home Learning has been marked in line with the Marking Policy and outlined within this policy.

If required, action to improve the timing and nature of Home Learning and / or the quality of feedback given to learners will be taken by the Curriculum Leader.