



Home Study Policy

April 2015

HOME STUDY POLICY

'Homework is not an optional extra, but an essential part of a good education.'

(1999 White Paper; Excellence in Schools).

Introduction

Home study plays a vital role in consolidating and extending learning, raising standards of achievement and is fundamental to both successes as a student and in adult life. At The Khalsa Academy Wolverhampton (TKAW) home study is an integral part of the curriculum, planned and prepared alongside schemes of work. The aim of this policy is to state our approach to home study, emphasising its importance in the curriculum, and to outline our expectations of students, teachers and families. The school will regularly communicate with the parents/carers regarding the home study programme.

The Purpose of Home Study

Home study:

- Encourages regular study habits, perseverance and self-discipline for lifelong learning.
- Provides opportunities for students to consolidate and reinforce skills, knowledge and understanding acquired in lessons.
- Enables students to extend and enhance their learning in a subject or topic.
- Allows students to develop independent learning skills encouraging ownership and responsibility for learning.
- Is an important strategy for encouraging motivation, creativity and initiative.
- Can open up the curriculum, exploiting materials and resources not always available in the classroom.
- Provides feedback in the evaluation of teaching.
- Fosters a partnership between home and school by providing parents with an opportunity to support their child's learning.

Students need to:

- Be totally clear on the need for and benefits of homework.
- Be able to apply this understanding.
- Be able or enabled to organise their work.
- Know how, when and where to best do their homework; they should be supported to be able to make relevant choices for their own circumstances.
- Be supported to be able to assess the quality of work they have done.
- Know how and when to involve others and what support is available.

Parents need to:

- Support the students in their study.
- Provide an environment where the students can study. □ Communicate with the school to discuss home study.

The nature of Home Study

Good home study will involve a variety of activities or tasks consolidating and developing knowledge and understanding as well as subject specific and generic skills

designed to support subject progression or learning in a wider sense. All home study will be designed to build upon and enhance schemes of work and provide a method for formal teacher assessment. In the main activities will be designed to allow for creativity and some choice in terms of how students can present their work. Home study does not have to be a solitary activity. Cooperative research assignments, for example, may be set in part to build and promote collaborative and social skills.

Home study will include the following:

- Independent learning
- Consolidating and extending understanding, knowledge and skills from class
- Extended writing
- Reading books, magazines, journals, newspapers, articles
- Research work, fact finding, gathering information, gathering or analysing sources, evaluating evidence, forming judgements
- Interviewing
- Evaluating learning
- Extended Projects/ structured tasks within extended projects
- Designing
- Making models
- Practising a particular skill
- Listening to/watching a particular relevant broadcast or film
- Revision
- Forward planning, preparation for future lessons

The setting of Home Study

- The nature and frequency of home study will vary according to the subject and year group. It is not appropriate therefore to adopt a 'one size fits all' approach. Students in year 7 will be given manageable pieces of home study in the first few weeks at the school. This will be shorter/ simpler pieces of work initially that will become increasingly longer and more difficult.
- Although the amount of time spent on home study each night can vary the expectation is that students will spend the following time on home study each evening:

Year 7 - 8 1.0 hours per evening

Principles and Procedures

- Best practice is for home study to be set at the beginning of a lesson so that it is given the priority that it needs. This also helps to focus students and plan how they might go about the work in light of the lesson.
- Setting home study at the end of the lesson should be avoided as this practice can discriminate against students with learning difficulties.

Students must understand the purpose of the home study activities. It should be clear to students how their home study consolidates and extends the work they are doing in school.

- The level of difficulty of home study must take account of students' needs and abilities. The home study should challenge students but not be so difficult that it is beyond the capabilities of students. Home study must therefore be clearly differentiated – extending all but providing increased challenge for the most able and support for those who need it.
- Students must be aware of the standard of work expected – the success criteria for all home study must be clear to all students. Overall home study must be clear in terms of
 - What is expected of each student
 - When it is to be completed
 - Where it is to be done (which book etc).
- Teachers need to ensure that students fully record home study in their journals. Sufficient time and assistance should be given to the less able in order that they may record their home study. Teachers must check that students have recorded home study in journals prior to students leaving the lesson. If no home study has been set this must be clearly recorded in journals so that parents are advised.
- Assignments and/ or projects set as home study must have clear guidelines and a submission date. These activities may last 3/4 weeks
 - Getting ideas
 - Sorting ideas
 - Expressing ideas.
 - Students will be asked to present their ideas / work in the interim.
- Where students are working on an extended assignment / coursework as part of an ongoing home study the progress of the work must be regularly monitored and reviewed and a record maintained of student progress.
- A learning home study must be tested, in an appropriate way, soon after it has been set.
- It is unacceptable for students not to submit home study by the deadline. Sanctions for the non-completion of home study are given below.
- Students submitting poor quality home study or below that of their target grade or level will be required to repeat the home study. Staff must always reinforce high expectations.
- Home study must be assessed in accordance with the school Assessment Policy. See marking information below.
- At KS5 there is an increasing emphasis on independent study outside of lessons. Class teachers will advise students on the nature and types of independent work to support study in the sixth form and the time that should be allocated to such work. As part of this work students are expected to regularly review past work and engage in wider reading.

Assessment and marking of home study

- Home study must be marked and returned to students within two weeks of the submission date.
- All teachers must mark home study in accordance with the school's Assessment, Recording and Reporting Policy and make effective use of the common marking symbols to support the development of literacy skills.
- Students must be provided with diagnostic comments acknowledging what has been done well and providing a clear focus for future improvement. Comments should refer to the success criteria that were made explicit to the students when the work was set.
- Assessment and marking should provide teachers with feedback on how well students have understood the current work and so help to plan future lessons and or individual support that might be needed.
- Teachers should actively encourage students to improve home study and act on advice given via marking or oral feedback. This may take various forms, for example completing corrections, redrafting essays in light of teacher comments etc. Time should be provided to allow students to appropriately respond to feedback.
- Students are to be encouraged to reflect on the standard of work produced and effort put into home study tasks and set SMART targets for improvement. This can be half termly or more frequently as the teacher sees fit.

For particular key stages:

At Key Stage 3

- Where appropriate work can be levelled using the National Curriculum Levels for that subject – students should understand the criteria for each level.
- Where the work is similar to an examination (e.g. past paper questions) then the mark/level should be recorded as appropriate.

At Key Stage 4

- Where appropriate work can be given a grade using the exam board criteria for that subject – students should understand the criteria for each grade.
- Test marks which may be recorded as percentages and an equivalent grade / level given, or Home study may be logged, formative comments made within a staff class journal, as discussed above, where a grade as such would not be appropriate.

At Key Stage 5

- A cover sheet must be completed by the student and attached to the front of the home study. All sections should be completed fully for that piece of work.
- Teachers must challenge all work that is below target grade as well as insufficient time spent on independent study etc.
- Where appropriate work can be given a grade using the exam board criteria for that subject – students should understand the criteria for each grade.

Support for Home Study

The school issues generic advice for families on how they can support the learning of their children. In addition the following forms of support are available to students.

- Many departments, including SEN, provide workshops at lunchtime or after school to support students in their learning.
- Students having difficulty with home study are advised to speak with their teachers – support will always be provided.
- The school library and IT rooms provide facilities and resources to support student learning.
- After School Homework club is available for Year 7 & 8 students.
- Support for the development of study skills is built into the curriculum provision especially in year 7, in all subject areas as well as being developed by specific study skills modules within PSHCE lessons. □ The school's VLE has a wealth of materials/ resources and references to support students in their home study.
- After school home study workshops are provided at KS3 and KS4 to support students to develop disciplined study habits and to complete home study.

Sanctions

- The school places great value on home study and it is important to emphasise to both parents and students that learning in any subject can be significantly enhanced by undertaking work outside of school. The key to this process is a shared understanding of the benefits of home study tasks.
- All teachers operate a one chance rule for home study. This is one chance for the whole year not each term. Students must bring the home study to the teacher the following day or detention will be served (Staff must abide by the regulations in the school Detention Policy). In the first instance class teachers will deal with the non-completion of home study through 30 minute detentions and inform parents via the school journal. For continuing non home study, referrals will be made to Heads of Departments who will

meet with the students concerned / contact home/ recommend for Saturday School. Departments will keep Heads of Year informed of sanctions imposed. Persistent non completion of home study will be referred to Heads of Year and SLT.

Responsibilities

The role of the student

- To listen to home study instructions in class and to ensure understanding of what needs to be done before leaving the class.
- To ensure that home study is clearly recorded in their journals with the deadline for submission.
- To ensure that home study is completed and handed in to meet the deadline.
- To attempt all work and give their best. (Students must follow the school's requirements outlined in the Students' Checklist in all student books).
- To meet the class teacher for support in advance of the deadline should there be any difficulty with home study.
- To respond to teacher feedback on home study.
- To catch up on all class work and home study when absent.

The role of the parents

The role of the parent is crucial if a child is to gain success from home study. To reinforce its value through positive feedback will give students the confidence to persevere, work hard and reach high standards of achievement.

Parents can assist by:

- Providing a table, chair and a quiet place to work.
- Negotiating with the child when home study is to be done.
- Checking the time spent on individual tasks.
- Ensuring that outside activities/ clubs whilst important do not hamper a child's quality of work and put the child under undue pressure.
- Checking the presentation and where possible the content of all home study.
- Signing the journal each week.
- Let the school know if there are any problems with home study that cannot be resolved. Perhaps the child seems to be doing too much, or not enough, or is finding it too easy or difficult. Help can be gained by contacting the Head of Year.

Role of Form Teachers

- To check that home study is being set and recorded in student journals.
- To check that the journal is signed weekly by the parents/ guardian.
- To note and respond to any comments written in journals by parents.

Role of Class Teacher

- To ensure that schemes of work are followed and meaningful home study activities are set to cater for the range of student's needs.
- To set, assess and record home study activities in line with school and departmental policy.
- To explain clearly the reasons for the home study in terms of the learning objectives.
- To share the specific assessment criteria for the home study.
- To ensure that student progress on home study is monitored and recorded in line with school and departmental policy.
- To adhere to school and departmental policy with regard to students who either do not complete home study or produce home study of an unsatisfactory standard.
- To check journals before the end of lessons to ensure that home study details are fully recorded.

- Ensure that students who are absent from a lesson complete the home study activities set – time must be taken to get students up to date with work so that they do not feel left behind and so lose confidence.

Role of Heads of Department

Specifically a Head of Department should:

- Heads of Department are to ensure that the principles and procedures outlined in this policy are understood and implemented consistently by all departmental staff.
- Ensure that all schemes of work are reviewed and evaluated on an annual basis ensuring that where the home study activity is specified that it meets the criteria within this policy. In particular home study must challenge students whilst at the same time being appropriate to the age, ability and circumstances of the students, taking into account special educational needs.
- Ensure that departmental members set and assess home study in line with school policy through teacher planner checks; work sampling and feedback from students.
- Ensure that all staff monitor and record student progress on home study activities in line with school and departmental policy.

- Ensure that there are effective and consistent procedures to deal with students who either do not complete home study or who complete home study to an unsatisfactory standard.
- Give time to the discussion and development of engaging home study activities through departmental meetings.
- Develop the subject virtual learning environment as a way of offering personalised support for students with their home study and developing the setting of creative home study tasks.
- To monitor and evaluate the home study policy within their subject area.

Role of Head of Key Stage

- To monitor the quality and effectiveness of home study in consolidating and extending learning across the curriculum at each KS.
- To develop classroom practice to enhance home study across the school.
- To support and advise departments in developing strategies and provision to personalise home study to meet the needs of all students.
- To collate good examples of home study that showcases the quality of home study across the curriculum.
- To ensure that study and wider learning skills are embedded in the curriculum at each key stage to support students in home study.
- To implement quality assurance systems to ensure departmental compliance with this policy.
- In liaison with the Deputy Heads to ensure structures and provision at each KS to support students in home study.

Role of Head of Year

To monitor and evaluate the effectiveness of this policy in supporting student learning, progression and achievement.

- To annually review the home study policy.
- To ensure robust quality assurance systems with regards this policy.
- To review and support staff training needs in respect of this policy.