

Brownhills School



Home Learning Policy



Home learning policy

At Brownhills School all students are encouraged to become successful independent learners. We want home learning to be successful and encourage independent learning home learning is viewed as an important part of the curriculum which contributes to each student's academic and personal development. Home learning allows students to deepen and consolidate the knowledge and understanding that they have acquired in the classroom; it also encourages them to work independently of their teacher and become more confident learners.

The importance of Home learning

The purpose of home learning at Brownhills School is to:

- Develop the ability of students to undertake independent learning activities, such as research. As a result our students will develop the skills, confidence and motivation needed to work alone;
- Encourage work outside of school as part of lifelong learning;
- allow students to use materials and other sources of information that are not always available in the classroom;
- Develop the ability of students to work to set time constraints and meet deadlines.
- Provide opportunities for long term research and other work;
- Reinforce and consolidate work completed in lessons;
- Extend and deepen learning which has already take place in the classroom;
- Encourage the involvement of parents and carers in the management of students' learning, keeping them informed about the pupils work;
- Help students to prepare for examination and controlled assessment.

All teaching staff must set home learning tasks on a regular basis as set down in the home learning timetable for KS3 and KS4. Staff should expect and demand that students complete these tasks fully, to the best of their ability and to the deadline the teacher has set. Staff will seek to ensure that a particular home learning task is appropriate in terms of the nature of the task set and the time given for its completion; this is especially important for mixed ability groups.

Both staff and students should maintain an ongoing record of home learning tasks set and these should be stuck in the back of students exercise books when completed.

Home learning, like any other aspect of learning, is a shared responsibility. Those responsibilities are:

FOR THE STUDENT:

- To complete all home learning tasks set to the best of their ability.
- To plan their own schedules to give sufficient time for home learning tasks to be completed thoroughly and to meet the deadlines set by their teacher.



- To record details of the work they have been set, to assist its completion and the meeting of deadlines. School planners, for each Key Stage, are available to help them do this.
- To ensure that they seek help and support for their home learning if they require it before the home learning is due in. Not knowing what to do should not be a reason for missing a deadline.
- To comply with school sanction, if home learning is not completed

FOR PARENTS:

- To encourage their children to develop a positive attitude to learning outside the classroom as set out in the Home-School Agreement and support the school's sanctions if home learning is not completed.
- To monitor that their children are being set home learning tasks on a regular basis.
- To encourage their children to develop positive study habits in terms of the time their children give to home learning, where they study etc.

FOR SUBJECT TEACHERS:

- To set home learning on a regular basis as laid out in the home learning timetable for KS3 for KS4.
- To design suitable tasks which enable students' knowledge, skills and understanding to be developed, consolidated and extended and which are appropriate to each pupil's ability and the stage of development of their learning.
- For each home learning task set, to give precise instructions to pupils on the task, guidance for its completion and to ensure pupils make a record of this in their planners.
- To ensure that home learning is marked regularly in line with departmental and whole school policies on assessment.
- To encourage students to use their Key Stage Planners to record home learning.
- To take appropriate action with pupils who do not complete home learning tasks to the best of their ability or do not hand them in on time.
- To maintain an on-going record of home learning tasks set for each group and to make this available to the Teaching and Learning Coordinator and Senior Leadership Team when required.

FOR THE TEACHING AND LEARNING COORDINATOR:

- To formulate and implement guidelines for staff teaching in the department to incorporate the principles set out in this policy statement.
- To monitor the setting and marking of home learning by members of the department providing a written report to the member of staff.
- To provide suitable "guidance" to pupils whose completion of home learning has been unsatisfactory, as referred by members of the Department
- To inform the Director of Learning of these pupils who have failed to produce home learning so that a pattern of non-completion or late completion across a number of subjects will be evident.
- To have access to records of home learning set by members of the department which will enable the Teaching and Learning Coordinator to deal with enquiries from parents and/or others who may require details of home learning set by her/his teaching team.



FOR TUTORS AND GUIDANCE STAFF:

- To foster in pupils a positive attitude to the completion of home learning and responsibility for their own learning.
- To monitor that pupils are maintaining a suitable record of home learning tasks, deadlines etc in their Key Stage Planners. This to be completed on a weekly basis during form time.
- To provide appropriate "guidance" to pupils whose completion of home learning has been unsatisfactory as referred to them by colleagues. This is particularly important where a pattern of unsatisfactory work by a student across different subjects is apparent.
- To contact and involve parents where appropriate.

FOR SENIOR LEADERSHIP TEAM:

- To monitor the implementation of this policy.
- To organise quality assurance of the work of individual students and subject areas.

KEY STAGE 3 HOME LEARNING

Core Subjects

- Students will have **30 minutes** of home learning per week from English, Maths and Science.
- General guidelines for marking, assessment and record keeping will apply as per school policy.
- Home learning tasks will be glued into the back of student's books.

Non Core Subjects

- Students will have **30 minute** home learning per subject over the two week time table.
- Home learning tasks should be differentiated, possibly requiring separate tasks to be written for higher and lower ability students.
- Home learning should be written in student planners at the start of the lesson.
- Detentions for missing or incomplete home learning will be set for pupils in the deadline lesson. Students will complete any unfinished home learning in the detention period. This may necessitate several detentions if one is not enough time and home learning is not completed at home either.
- A lesson will be spent with students looking at the feedback for their home learning and allowing them to record what they will do differently in future pieces of work and possibly redrafting work based on feedback if appropriate.
- Home learning tasks will be agreed by TLC/ Head of Department.
- Home learning tasks will be sent to the head librarian (to help in supporting students), SEN staff (to support lower ability students) and the network manager (for inclusion on the school website) prior to their launch.
- General guidelines for marking, assessment and record keeping will apply as per school policy.
- Home learning tasks will be glued into the back of student's books.

KEY STAGE 4 HOME LEARNING



All Subjects

- All subjects will set home learning for pupils in KS4 in line with the published home learning timetable. There will be a separate timetable for years 10 and 11 to reflect their respective curriculum plans.
- Home learning should only be set on the nights indicated for each subject and should provide pupils with **up to 60 minutes** of work to be completed per **non-core** and core subject.
- The recording, monitoring, assessment and following up of home learning will follow the general guidelines for home learning as set out above.
- Home learning tasks will be glued into the back of student's books.

Home learning support

- Home learning club offers support in the completion of tasks every Monday to Friday before and afterschool in the library.
- SEND students can access home learning assistance on Mondays and Wednesdays after school in the SEN area.

MONITORING AND REVIEW OF THIS POLICY IS THE RESPONSIBILITY OF TEACHING AND LEARNING COORDINATORS REPORTING TO THE SENIOR LEADERSHIP TEAM.

What to do if a student does not complete their home learning (including entering data):

- ***If a student was absent on the day set*** - they should have collected the home learning following their return. This is their responsibility. As such they are to be treated as not having completed it in the same way as those who did have it (see below).
- ***If a student was absent for most or all home learning time*** - if they were away for the whole period of time the home learning was 'live' or if they had a residential trip etc. they can be excused from the home learning. On the data sheet, enter 'Abs' in both the level and effort columns for this student.
- ***If a student completes the work but hands it in late*** - the student should receive the same sanction as students who do not complete the work (see below), unless you feel they are in a mitigating situation (if so, accept the home learning as normal). Home work should still be marked. When recording data for these students, please enter their level as normal, but record 'sanc' in their effort column.
- ***If a student does not complete all the tasks*** - the student should receive the same sanction as students who do not complete the work (see below), unless you feel they are in a mitigating situation (if so, accept the home learning as normal). Home work should still be marked. When recording data for these students, please enter their level as normal, but record 'sanc' in their effort column.
- ***If a student does not complete any home learning*** - the student should be given a sanction in the form of a class teacher detention. If the student does not attend the



detention, as per normal school policy, the detention should be reset. If there is still no attendance, then this should be escalated to a TLC detention. If this fails, then it should be escalated to SLT detention. For data entry, if there is no work completed, enter 'Sanc' in both the level and the effort columns.

NOTE:

- Students who have sanctions for not completing any work will be monitored and followed up on by the Progress Leader IN ADDITION to the sanction applied by the department.
- **NO** student should be left with blank rows on the spreadsheet for data entry. It will be assumed that any blank rows are the result of staff failing to complete data entry. If you are unsure of what to put for a student, please see the bullet points above. If you require further guidance on this, please see JM.

