HOMEWORK POLICY

Homework should reinforce, consolidate and/or extend students' understanding of the work being covered in class and help to develop the skills of organization, independent learning and personal exploration. The work done in school is reinforced with the support of parents.

Homework should be set on a regular basis in line with the Homework Timetable (Years 7-11). Homework should not be a routine chore or a time-filler. Details of the task should **always** be recorded in the Student Planner but may be additionally communicated through other means e.g. Teams, email etc.

It is a teacher's duty to mark homework on a regular basis. (see 5.3: Marking, Assessment and Presentation Policy).

Each teacher is issued with a 'Formative Assessment' template stamp which should ensure a consistent degree of feedback across subjects. This does not need to be used every time a book is marked but should be used at least every half of term or more frequently dependent on department policies. The key feature of formative assessment is that students should engage with the teacher's comments and act upon them.

Homework may take many different forms. In some instances, homework will often be assessed by a test in the following lesson. Students will be informed of the details of this and should record the information in their planner.

If a student fails to complete homework, they should be given a Homework Mark and the details recorded on ISAMS. Homework marks should be given only if the homework is not done. Poor homework may result in the requirement to repeat the work in a department/subject detention. A poor performance in a test resulting from learning homework may result in the test being repeated outside of lesson time.

Unless specifically directed to collaborate with their peers on a task, homework must be completed by the individual student. Copying the work of others or misrepresenting work generated by another source, e.g. artificial intelligence, is cheating and would be dealt with seriously. Where a member of staff suspects a student has committed malpractice and the work is not their own, they will be expected to repeat the homework under supervision and the school discipline procedures will be followed, recording this with a homework mark.

Regular homework will also help students fulfil their potential by:

- Developing good work habits and independent study skills
- Developing a self-disciplined and self-motivating approach to study
- Practising and reinforcing skills learned in the classroom
- Consolidating and extending work begun with teachers in the classroom
- Preparation for the next lesson's topic

Homework should be set during the course of the lesson and reinforced at the end. It should fit in with the lesson planning and scheme of work and not be a last-minute thought. As a general rule, students should feel that the work they have done for homework has a purpose and has been noted and assessed by the teacher.

It is expected that the normal process of marking homework – and this includes any tests – will not take more than a week. With the extended work required as boys move up the school, the length of time given for an assignment may be an extended period of time. The resulting marking may also need an extended period of time. Teachers should aim to explain the length of time students will need to allow for planning and working. They should also give an estimate of the time they are likely to need for marking extended work.

When a student is absent, it is their responsibility to ask teachers what work has been missed. It will be the teacher's decision whether the missing homework should be done, or if it is more valuable for a student to concentrate on the current work.

HOMEWORK TIMETABLES

All year groups have a homework timetable which is copied into their planners. The number of homework's and recommended time to be spent on each subject will vary according to the particular year group. A copy of the timetable can be found in Section 5.5.1 of the Staff Handbook.

YEARS 7 - 9: three to four subjects per night. Maximum time: 30 minutes per subject.
YEARS 10 & 11: All subjects will set regular homework as necessary. All option subjects should set homework after every lesson with one task being of a written nature and the other being of a reading/learning nature. Maths and English homework days are designated on the Homework Timetable.

The students will be made aware that, in their examination year, there may be times when a subject will need to allocate more time in order to fulfill non-examined assessments (NEA) requirements. Thus, there may be a concentration of work needed for a NEA, but teachers have a flexible approach to help boys manage their time in order to hand in their best work.

Guidelines for Homework

To help students to complete their homework a set of guidelines are contained within the Student Planner. Form Tutors will regularly refer to these to help students who are experiencing difficulty with homework.

Years 7-9

Parents are encouraged to check and sign the planner on a weekly basis for all students in Years 7-9 as confirmation that homework has been completed. In the first month of Year 7, students should spend no more than 20 minutes on a piece of homework as students and parents acclimatise to the new homework expectations at Salesian. Parents are encouraged to sign at the end of a piece of work if students have not completed the work set in the allocated time to inform the subject teacher.

ROLES & RESPONSIBILITIES

Teachers, parents and students all share responsibility in ensuring that homework is completed successfully.

Teachers

- Ensure that students have full details of their homework written neatly in their planners
- Students have all the information they need to do the homework
- Homework is set regularly on the day fixed in the homework timetable
- Homework is marked in such a way that the student understands what they have to do to continue to make progress

Parents

- Ensure the student has a quiet place to work
- Help student to manage their time and complete work to the best of their ability
- Check planner and sign as appropriate

Student

- Write full details of their homework in their planner
- Make sure they have all the information and equipment required
- Do the homework to the very best of their ability
- Find out about any homework they have missed and catch up if they are absent

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