



Introduction

It is policy at Mary Immaculate High School to set homework. The purpose of homework is to reinforce, develop and establish concepts and skills taught in lessons. At Key Stage 3, at least one and no more than three pieces of homework will be set per evening. This reflects, in particular, the number of maths, English and science lessons students have during a fortnightly cycle. Students should spend **no more than 30 minutes** on each homework per evening; therefore a student should spend between 1 hour to 1 ½ hours per evening doing homework. As far as is possible ample time should be given for the completion of homework.

At Key Stage 4 the number of subjects per night varies depending on option groups. At least 2 and no more than 3 subjects will be set on any one night. This again, reflects the number of English, maths and science lessons allocated to each year group in KS4. Students should therefore be spending **no more than 45 minutes** on each piece of homework set. Students should be spending about 2 hours each evening in Year 10 and in Year 11, building up to 3 hours each evening towards the end of the GCSE courses. As in KS4 ample time should be given for the completion of homework by students.

TEACHERS' RESPONSIBILITIES

- Setting, collecting, marking and recording progress in accordance with subject expectations; the setting of homework must be done using *Show my Homework*;
- Keeping accurate personal records in Teacher Planner and/or SIMS monitoring;
- Ensuring that all students are aware of how to check homework using the MIHS App / SMHW App or pupils who are using paper based planners record their homework;
- Homework tasks should have been considered and planned in advance of the lesson, in line with schemes of work. Homework tasks should be related to subject programmes of study and "finishing off" class work is to be avoided;
- Homework tasks should be clearly explained to the class and homework should not be set in a rush at the end of the lesson;
- The teacher must mark homework within two weeks of the homework being handed in and preferably before. The homework should be marked in accordance with the Assessment, Reporting and Recording Policy and the teacher should provide feedback/targets in sufficient detail to enable the student to improve;
- Teachers should set homework according to the homework timetable to avoid students being "overloaded" with work;
- Ensure students who require additional learning support have homework written in their planner in accordance with their IEPs;
- Ensure students write "homework" as a heading at the start of each piece of work completed as homework;
- Direct students to subject specific online learning resources and promote the use of MIHS Cloud.

STUDENTS' RESPONSIBILITIES

- To write "homework" as a heading at the start of each piece of work completed as homework;
- To ask staff if homework is not clear - attend homework support sessions if needed in subject area;
- To download the MIHS App & SMHW App if possible.
- If using the paper based planner planners need to be completed accurately. No spaces should be left blank: 'teacher absent'/'not set' should be used;
- To check *Show my Homework* each night and download the app to aid with this;
- Undertaking all homework tasks to the best of his/her ability;
- To submit homework at the specified times;
- If no homework is set, students should use the time in a useful and sensible way, e.g. revision, reading, re-drafting work; use of online learning resources such as MIHS Cloud;
- Each subject area provides an opportunity for students having difficulty with homework tasks or in meeting the deadline to consult a subject specialist in a study support session;
- It is the student's responsibility to seek help if required.

**PARENTS' RESPONSIBILITIES**

- To ensure that students undertake all tasks as recorded in their planners and on *Show my Homework* and to sign planners ready for the Form Tutor to check;
- To help their child download the MIHS App & SMHW App;
- To inform the Form Tutor when students have had difficulty completing homework eg. owing to family circumstances.

FORM TUTORS' RESPONSIBILITIES

To check paper based planners and initial all Student Planners once a week during Tutor time. The subject which should be set each night for that week should be written in advance. Also support pupils in downloading the MIHS App & SMHW App.

HEAD OF DEPARTMENT/HEAD OF FACULTY RESPONSIBILITIES

Checking that Teachers and Form Tutors within their subject area are following the procedures on the previous page. Subject Leaders need to keep a monitoring file as evidence that this is being checked regularly. SMHW reports will be made available to Heads of Department on a half termly basis.

MONITORING AND EVALUATION PROCEDURES**Marking and Feedback**

During monitoring of learning observations and in line with the school appraisal procedure whilst performing a lesson observation, the observer will check both the timing and nature of homework feedback. The observer will check that homework has been marked in line with the school assessment, recording and reporting policy, that the duration between the date homework was set and the date it is marked is reasonable and that the teacher has provided appropriate feedback to enable the student to improve. Action to improve the timing and nature of homework feedback will be taken as a result of discussion and agreement between heads of department/heads of faculty and the Leadership Team.

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