

HAVEN HIGH TECHNOLOGY COLLEGE

HOMEWORK POLICY

Introduction

Haven High Technology College actively encourages parental support for homework as it can make an important contribution both in developing habits of private study and in examination success.

It is important for students to engage in independent study, to work with tenacity and determination to complete a task on their own and to develop a self-disciplined approach to learning. The Policy for Homework will inform Faculty Documentation.

Entitlement

All students are entitled to receive homework that is relevant, varied, stimulating and appropriate to the ability of each student.

All students are entitled to receive a mark and/or a comment on their homework as outlined in the college Policy for Marking.

All students, parents and carers are entitled to access homework online through the Haven High Technology College website.

Implementation

Parents will receive a letter from the Executive Headteacher which explains the college's position on homework, the importance attached to its completion and the way in which policy will be implemented. Parents will be given the opportunity to respond.

Students will have the Homework Policy explained and the way in which the college will view the completion of homework positively.

In Years 7 and 8 homework should be:

- set weekly for English and Maths as per the homework timetable
- appropriate to the abilities and needs of the students.
- clearly identified as such in exercise books/files.
- up to half an hour for each subject

In addition for Years 7 and 8 each student will complete one project per half term and these will be:

- chosen by the student with their parent/carer from a broad selection
- appropriate to the abilities and needs of the students
- supported by departments with guidance, advice and resources
- require approximately 12 – 15 hours work during the half term

In Year 9 homework should be:

- appropriate to the abilities and needs of the students.
- clearly identified as such in exercise books/files.
- set as per the homework timetable
- up to half an hour per subject

At KS4 homework should be:

- appropriate to the abilities and needs of the students.
- clearly identified as such in exercise books/files.
- set as per the homework timetable
- up to 40 minutes per subject

The students should be given adequate time to complete the homework. Guidance and clear instructions should be given regarding the handing in of homework.

Merits may be awarded at the discretion of the subject teacher for excellence of effort or achievement in the completion of homework. For project work there will be rewards offered by the Heads of Faculty for excellence of effort or achievement. Those who achieve these rewards will have their projects passed to the Executive Headteacher. Each half term there will be a certificate and prize presented in assemblies for the best project from each faculty.

For students who do not hand in their project, the following series of sanctions will be applied progressively:

- failure to complete the task by the given deadline will result in the requirement to complete the work on the day or by the next Monday, parents will be contacted by telephone

- failure to do the above will result in a letter home requiring the student to complete an hour's detention on the following Tuesday with a revised deadline for the task on the following Monday
- the subject teacher will be responsible for organising and supervising these sanctions, ensuring the work is completed
- if homework is not forthcoming after the above then the student will serve a Saturday detention, to be supervised by the Executive Headteacher and the Head of School.

The completion of other homework will be monitored via the MIS. Each faculty should have a clear procedure for non completion of homework which will include subject teachers being responsible for organising and supervising sanctions, and contacting parents. Upon five instances of non completion by a student, parents will be informed by letter. Upon subsequent instances, parents will be contacted by Heads of Year, Heads of Faculty or Academic Tutors and may be invited into the college to discuss the issues involved.

Student planners should be used to record the work set and date for its completion. The planners should be checked by the form tutor once a week and signed. Parents should be encouraged to take an active, participative role in the monitoring of homework by signing the diary.

The Head of Faculty should monitor the setting of homework in line with the college and Faculty Policy. Homework should be an integral part of the course and reference should be made to the opportunities for homework in the Schemes of Work. Homework should be interesting and stimulating, with a variety of types of work set which are appropriate to the ability of each student.

Assessment

Homework should be marked and recorded as outlined in the relevant college and Faculty Policies.

Updated May 2009