



HOMEWORK AND MARKING POLICY

Statement

At Collingham College, homework and independent study is highly valued and is an essential part of students' learning. Homework is used to reinforce and extend the work done in class. It is key to teachers' ability to measure students' knowledge and understanding. It is also a vital aspect of encouraging self-motivation and independent study in students.

Purposes

The purposes of homework are:

1. to support the aims of the college in helping to raise student achievement and attainment;
2. to encourage students to develop the confidence and self-discipline to work on their own, an essential skill for adult life;
3. to extend college learning, for example through additional reading or research;
4. to enable students to devote time to particular demands such as course-work or project work;
5. to consolidate and reinforce skills and understanding;
6. to support the home/college relationship.

Homework Feedback

All homework will be marked by staff. Staff will set demanding assignments at least weekly and aim to mark and return the work to the student in the next lesson and absolutely no later than one week after it has been handed in. Staff will provide positive feedback on areas of strength, alongside clear targets for improvement. Students will be expected to read and respond to staff feedback, so that progress is made. Whilst Collingham's small classes give teaching staff ample opportunity to give verbal feedback to all students on an ongoing basis, staff are additionally expected regularly to offer extended written comments on students' work.

Timings

The college sets homework as appropriate.

Year 10 and 11 students are expected to spend approximately 90 minutes a day on homework. Sixth Form students are expected to spend a minimum of 20 hours a week on independent study.

Structure of homework

GCSE homework is designed to be completed **on the day** that it is set. It is important that students do this, so that a 'backlog' of homework does not develop.

Homework will be recorded in students' **planners** during the lesson, and details and support material may also be made available on the college portal, but this does not replace the planner.

The nature of homework changes from time to time. It might, for example, be something to learn for a test or a piece of coursework to be completed over several weeks or a research assignment.

We offer GCSE students the opportunity to complete their homework in the Study Room after college each day in order to provide a positive and productive environment for students work. The Study Room is also available to A Level students until 6pm each day. In addition, AS Level students have timetabled study sessions in the Study Room to encourage good use of their independent study time during the college day.

Non-completion of homework:

Where there is an understandable reason as to why homework has not been completed, the student and parents should liaise with the Personal Tutor.

Students who miss lessons unexpectedly must see the subject teacher as soon as they return, in order to catch up on homework.

Students who miss lessons for anticipated reasons (e.g. an authorised absence from college) should see the subject teacher before the absence to collect homework.

In instances where homework is not completed and/or handed in at the correct time, teachers will make a note in the student's planner or report card and provide a new deadline for the work. Any more than two consecutive missed homework deadlines will be notified to the Personal Tutor and reported to parents by e-mail. The student may then be put on Report.

Teacher responsibilities:

Teachers must ensure that adequate time is given for students to write homework details. If this is left to the very end of the lesson, insufficient time often leads to inadequate details of what is required being written in student diaries.

Teachers will create homework that reflects the Learning Objective of the lesson, and will take the appropriate amount of time. It should be stretching and challenging for students, and will reflect the understanding and progress made by each class.

Teachers will set homework tasks that are differentiated and are appropriate to the needs of individuals.

Work will be marked (see above 'Homework Feedback').

Student responsibilities

Students must copy accurately the homework details and note the date the work is due to be handed in.

Students should do their best with each piece of work. If some of the homework is too difficult they should ask for help – from teachers or parents or a fellow student.

Parents are asked:

- To take an active interest in your child's work at home rather than just insisting that it is done. This sustained, active interest can make a huge difference to the quality of work produced and their attitude towards homework and eventually their achievements in public examinations.
 - To check the homework details are entered properly in the student planners.
 - To try to help your child to organise his or her time to their best advantage so that homework is not left to the last minute or even forgotten. It is often best to give young people a short period to 'unwind' after the college day before they start their homework.
 - To aim to provide suitable quiet working conditions at home.
 - To give help, if required, but please do not complete the work for your child.
 - To regulate the amount of time a student spends on a piece of work, not to let them get upset about a piece of work that he or she is finding difficult. Please use your judgement as to when to intervene and say that it's time to stop working on a piece of homework.
 - To inform the subject teacher or Personal Tutor, as soon as you are aware of a problem with your son or daughter's homework.
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Applies to:

- The whole college along with all activities provided by the college, including those outside of the normal college hours;
- All staff (teaching and non-teaching), the directors and volunteers working in the college.

Related Documents:

- Curriculum, Teaching and Learning Policy
- Assessment, Recording and Reporting Policy
- Behaviour and Discipline Policy
- Gifted and Talented Students Policy
- Special educational Needs and Disability (SEND) Policy

Availability

This Policy is made available to parents, staff and students in the following ways: via the college Website, within the Parent Policies Folder in the reception area, and on request a copy may be obtained from the College Office.

Monitoring and Review:

- The Board of Directors undertakes a review of this policy and of the efficiency with which the related duties have been discharged, no later than two years from the date shown below, or earlier if changes in legislation, regulatory requirements or best practice guidelines so require.

Signed:

Dr Sally Powell
Principal

Date: May 2016

Edward Browne and Robert Marsden
Board of Directors