

ST EDMUND'S CATHOLIC SCHOOL

POLICY FOR 'OUT OF HOURS' LEARNING

DECEMBER 2008.

At St Edmund's School we recognise the importance of a rigorous policy for 'Out of Hours' learning and the link between success and the development of good habits for independent learning.

Therefore we strive at all times towards the following

- To fully implement school policy.
- For staff and students to regard homework as an integral part of the curriculum which is planned and prepared alongside all other programmes of learning.
- To ensure that the foundations of effective homework are established early and develop progressively across the key stages.
- To set and manage homework effectively so it contributes to the challenge of raising attainment.
- To differentiate homework tasks so they are appropriate to the needs of individuals.
- To encourage the support of parents and carers which is essential. They assist by helping their children at home, by monitoring homework and by providing encouragement.
- To mark homework according to the general school marking policy.
- To monitor the quality of completed homework.
- To acknowledge and praise homework which is completed well.
- To encourage innovation in practices which reflect developments within education and the range of learning styles, for example ICT.

RESPONSIBILITIES OF THE SENIOR LEADERSHIP TEAM.

- To have in place a fully operational and rigorous homework policy.
- To make all staff aware of their responsibilities in implementing the policy.
- To make all students aware of their responsibility to complete homework by the due date to the best of their ability.
- To make all parents aware of their responsibility to ensure that appropriate routines at home allow the student to complete homework to the required standard.
- To provide support for students to complete homework.
- To have a clear framework available of rewards and consequences.
- To monitor accordingly.

RESPONSIBILITIES OF SUBJECT LEADERS.

- To have in place a fully operational homework policy which reflects the needs of their particular subject area.
- To ensure that all departmental staff are aware of the requirements of the policy.
- To provide staff training if necessary to ensure that all staff are fully equipped to set appropriate and challenging homework tasks.
- To monitor the quality of homework set.
- To have a clear system of rewards and consequences.
- To alert the Collegiate Head where homework is persistently not completed.

RESPONSIBILITIES OF THE CLASSROOM TEACHER.

- To plan appropriate homework tasks as an integral part of the curriculum alongside all other programmes of learning.
- To ensure sufficient time is given in the lesson for students to record the homework set and the date due.
- To ensure that instructions regarding homework are clear and tasks are specific.
- To monitor the completion of homework and praise or issue sanctions as necessary.
- To record issues regarding homework in the student's diary.
- To mark homework according to the departmental marking policy.
- To keep records of homework set to be made available as requested.
- To alert the Subject Leader of persistent problems regarding homework.

RESPONSIBILITIES OF THE COLLEGIATE HEAD.

- To act upon referrals regarding homework from Subject Leaders.
- To monitor rewards and consequences.
- To monitor student diaries.
- To take direct action where problems are identified in more than one subject area.

RESPONSIBILITIES OF THE FORM TUTOR.

- To monitor the students diaries weekly and monitor accordingly.
- To acknowledge excellence and praise accordingly
- To monitor the ABlog system with regard to homework issues.
- To alert the Collegiate Head if problems are identified in more than one subject area.
- To support the classroom teacher when sanctions are issued.

RESPONSIBILITIES OF THE PARENT OR CARER.

- To provide a clean, warm and quiet space within which the student can work.
- To sign the student's diary weekly.

- To ensure that appropriate routines are established at home for homework to be completed as required.
- To discuss the homework with the student.
- To support the school in issues relating to homework.

RESPONSIBILITIES OF THE STUDENT.

- To record all homework set in the diary with the date due.
- To ask any questions at an appropriate time before the date due.
- To ensure that all homework is completed and handed in to the teacher on the due date.
- To have all resources and equipment needed to complete the tasks set.
- To present the diary to their parents/carers every week to be signed.

COMMON IMPLEMENTATION FRAMEWORK

1. All departmental policies must show clear expectations regarding tasks set, rewards, consequences and time guidelines.
2. All departmental policies should have clear monitoring procedures within the department which monitor the quality and quantity of homework set.
3. All issues regarding homework should be recorded in the students' diary and noted by the form tutor.
4. Persistent homework issues when referred by the Subject Leader to the Collegiate Head must be investigated fully.
5. All students should be aware of consequences of not completing homework and are responsible for adhering to these consequences e.g. lunchtime detention.
6. Departments are responsible for their own detention arrangements which suit their circumstances. Small departments should group together to fully staff a lunchtime detention rota.
7. Students who repeatedly refuse to attend lunchtime detentions should be placed in an 'after – school' detention.
8. All students should be aware that the Learning Resource Centre is open from 7.30am until 4.15pm to allow students to complete homework in a warm, comfortable, supervised and fully resourced space.
9. Key stage 2/3 transition projects should set standard by making homework expectations, rewards and consequences clear from the beginning of Key Stage 3.

10. The launch of this policy will begin with a series of assemblies in January 2009. This will remind students of the rationale of homework and why it is important that homework is completed regularly and that good habits are formed.
11. A revised homework timetable will be available on the school website from February 2009.
12. All staff must make their homework records available for monitoring by SLT on request.