



School Policy 13 - Homework

The Governors' Committee responsible for this is the Curriculum, Teaching and Learning Committee. The person in the school who prepares the text of this policy for the Headteacher and Governors is the Senior Assistant Headteacher – Quality of Teaching, Learning and Assessment. This policy was reviewed in November 2023 and is reviewed annually.

Introduction

Homework is set according to the information given in the Staff Handbook and the information circulated to parents at the start of each academic year in both the full Homework booklet and the individual Year Group booklets (all of which are shared via the school website).

Set homework is distributed by staff in the Assignments area of each teaching group in MSTeams. These Assignments can be accessed by pupils through the pupils' individual Office365 account and viewed by parents via the Satchel:One app.

Rationale

Homework is central to the school's aim of 'academic excellence'. It is essential that teachers set homework regularly and consistently so that pupils and students can establish good routines, giving them the capacity to work independently through their time at Archbishop Tenison's and beyond.

We set homework to:

- Foster the ability to work independently.
- Help pupils reflect on, and consolidate, what they have learned.
- Move their learning beyond the confines of the classroom.

Responsibilities

- Governors set the policy and review it as part of their evaluation of the curriculum, teaching and learning.
- The Headteacher leads the school in thinking through the process of planning, setting, marking and giving feedback on homework and ensuring that the policy is workable, well understood and followed in practice.
- Senior Assistant Headteacher – Quality of Teaching, Learning and Assessment keeps this on the agenda for SLT Links, Heads of Department, Senior Pastoral Leads and Heads of Year.
- The Senior Assistant Headteacher responsible for this policy realises this vision in practice.
- Heads of Department have responsibility for ensuring that the appropriate tasks and texts are available for homework to be set according to the school's expectations and that homework is set systematically to develop the knowledge, understanding and skills of the students. Where appropriate, departments are encouraged to set homework that can run parallel to the lessons in a scheme of work but is not dependent on them: homework can be discrete but complementary.
- Subject teachers are responsible for setting the homework regularly in accordance with the school's expectations and ensuring that the details and the resources for the homework are uploaded onto the Assignments area of MSTeams.

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- Subject teachers are additionally responsible for following the Homework Rewards and Sanctions guidance (**APPENDIX A**) and where relevant engaging the support of the Head of Department or Head of Year.
- The teacher is also responsible for ensuring that tasks are appropriate for every pupil/student in the class and that they have clearly communicated completion expectations. It is well recognised that regular feedback and assessment are essential to encourage pupils and students to produce high quality homework.
- Pupils and students, where possible, are expected to complete homework according to the homework completion timetable as this will establish good routines. It is their responsibility to access their homework regularly in the Assignments area of MSTEams.
- The Learning Support Department gives pupils who need support to complete homework access to a homework club after school.
- Form Tutors give pupils the opportunity, every week, to reflect in Tutor Time on how much time they spend on their homework and the feedback they have been given.
- The Year 7 Homework Club gives Year 7 pupils who might need structured support or a quiet space to complete homework, access to a homework club after school.
- Heads of Year monitor the successful completion of homework as a sign of good pupil learning and progress; in the event of concerns being raised about homework through progress checks, they take action such as putting pupils on report for homework, arranging extra support sessions for them after school and contacting parents and carers about this.
- Parents and carers can support their children by:
 - Sticking, where possible, to the homework timetable which has been created to give pupils a routine that will ensure that they are not overwhelmed by the amount of homework set and spend the appropriate amount of time on each subject.
 - Monitoring the completion of homework via the Satchel:One app.
 - Making sure the necessary stationery is available; providing a quiet place to work.
 - Communicating any concerns about homework to the Form Tutor.

Principles for staff setting homework

1. Keep it simple.
2. Make it predictable.
3. Make it matter (e.g. in the next lesson).
4. See homework as delegating a task.
5. Keep it varied (e.g. prepare / remember / practise / revise)
6. Insist that it is done.
7. Recognise it when it is done well.

Review, Monitoring and Evaluation

- Teachers are responsible for setting and monitoring completion of homework.
- Heads of Department are responsible for monitoring the quantity and quality of the homework set by accessing the relevant Class Teams and by using the data shared from Satchel:One and by the Senior Assistant Head responsible for this policy.
- Tutors communicate concerns about the setting and completion of homework to their Head of Year.
- Heads of Year monitor pupils' completion of homework is monitored and ensure appropriate pastoral support is put into place for those students who need it.
- Heads of Department communicate with Heads of Year to raise concerns where appropriate.
- Senior Leaders are responsible for ensuring that, through regular line management meetings, Heads of Department are monitoring effectively and maintaining the high standards of the school.
- The Governors are responsible for ensuring that the school, as a whole, is setting homework according to the school's policy.

APPENDIX A: HOMEWORK REWARDS AND SANCTIONS

Rewards: Year 7-11

Event	Response	Who leads?
Effort above and beyond expectations	<ul style="list-style-type: none"> • Merit – Homework effort • Positive comment/conversation. • Positive comment on the work. • Logged in SIMS/Edulink 	Subject teacher
Remarkable piece of homework or good quality and well/thoughtfully presented.	<ul style="list-style-type: none"> • Merit – Homework excellence • Positive comment/conversation. • Positive comment on the work. • Logged in SIMS/Edulink 	Subject teacher
Sustained excellence/effort	<ul style="list-style-type: none"> • Significant Homework Celebration • Positive comment/conversation. • Positive comment on the work. • Contact home with praise. • Refers to HoD for a HoD postcard - awarded in Year Group assembly/end of term assembly. 	Subject teacher HOD

Sanctions: Year 7-11

Event	Response	Who leads?
Homework not handed in on time	<p>Demerit – Homework Late</p> <ul style="list-style-type: none"> • Discussion with the pupil regarding reviewed hand in opportunity + detention is set. • Logged in SIMS/Edulink 	Subject teacher
Homework not complete	<p>Demerit – Homework incomplete</p> <ul style="list-style-type: none"> • Discussion with the pupil regarding completion expectation + detention is set. • Logged in SIMS/Edulink 	Subject teacher
Homework presented does not reflect enough care and attention.	<p>Demerit - Homework lack of care</p> <ul style="list-style-type: none"> • Discussion with the pupil regarding completion expectation + detention is set. • Logged in SIMS/Edulink 	Subject teacher
Persistent failure to hand in homework or homework continues to lack care and attention	<p>Significant Homework Cause for Concern</p> <ul style="list-style-type: none"> • Logged in SIMS/Edulink • Discussion with the pupil regarding lack of homework/care/attention. • Subject teacher contacts home to raise concerns. • Refers to HoD for a HoD detention. • Logged in SIMS/Edulink 	Subject teacher HoD HoD

Rewards: Year 12 and 13

Homework Rewards and Sanctions – Sixth Form

Event	Response	Who leads?
Effort above and beyond expectations	Homework Effort Cause for Celebration <ul style="list-style-type: none"> • Positive comment/conversation. • Positive comment on the work. • Logged in Sims/Edulink 	Subject Teacher
Remarkable piece of homework or good quality and well/thoughtfully presented.	Homework Quality Cause for Celebration <ul style="list-style-type: none"> • Positive comment/conversation. • Positive comment on the work. • Logged in Sims/Edulink 	Subject Teacher
Sustained excellence/effort	Significant Homework Celebration <ul style="list-style-type: none"> • Positive comment/conversation. • Positive comment on the work. • Contact home with praise. <ul style="list-style-type: none"> • Refers to HoD for a HoD postcard - awarded in Year Group assembly/end of term assembly. 	Subject Teacher HoD

Sanctions

Event	Response	Who leads?
Homework not handed in on time	Late homework Cause for Concern <ul style="list-style-type: none"> • Discussion with the pupil regarding reviewed hand in opportunity + detention is set • Logged in SIMS/Edulink 	Subject Teacher
Homework not complete	Incomplete homework Cause for Concern <ul style="list-style-type: none"> • Discussion with the pupil regarding completion expectation + detention is set. • Logged in SIMS/Edulink 	Subject Teacher
Homework presented does not reflect enough care and attention.	Homework lack of care Cause for Concern <ul style="list-style-type: none"> • Discussion with the pupil regarding completion expectation + detention is set. • Logged in SIMS/Edulink 	Subject Teacher
Persistent failure to hand in homework or homework continues to lack care and attention	<ul style="list-style-type: none"> • Significant Homework Cause for Concern • Logged in SIMs/Edulink • Discussion with the pupil regarding lack of homework/care/attention. <ul style="list-style-type: none"> • Subject teacher contacts home to raise concerns. • Refers to HoD for a HoD detention. • Logged in SIMS/Edulink 	Subject Teacher HoD HoD