



400 YEARS OF EXCELLENCE

Homework and Independent Study Policy

Policy approval date	October 2024
Policy review date	October 2025
Policy Lead	Louise Morris
Governor or SLT approval	SLT
Governor Committee responsible for policy	Curriculum

All students at Richard Hale are set homework that supports their learning. Our programme across all three key stages enables students to develop the skills and attitudes required for successful lifelong learning. This support includes the reinforcement and consolidation of lesson work, extension of knowledge, development of independence and provides the opportunity for students to further increase their interest in the subject. The process will help students develop positive study habits, self-discipline and time management skills.

Homework and independent learning tasks are very much part of an integrated Teaching and Learning process at Richard Hale. Homework is planned in advance and is part of a sequence of learning within departmental schemes of work. The tasks set must always be meaningful, have value and lead to progress in the student's learning. The homework programme for each subject will also encourage students to develop independent learning skills by providing opportunities for them to take an active and more responsible role in the learning process, generating ideas, solving problems, making improvements and opening themselves up to broaden their knowledge and experiences by exploring the subject outside the time constraint of the classroom. Some tasks will give students options and choices in how to approach and present their work. By being more independent, students will be prepared for the next stage in their life, in terms of their education and career, and become lifelong learners.

Each student will experience a wide range of tasks set within our Homework and Independent Study programmes, including:

- Practice of lesson work
- Retrieval tasks
- Preparation for the next lesson or topic
- Reviewing, annotating or extending lesson notes
- Improving work
- Responding to feedback
- Answering questions
- Extended writing
- Practical activities
- Revision
- Research
- Broadening knowledge, for example by watching documentaries, reading books and newspaper articles, listening to podcasts

Homework and independent study are supported by our use of Google Classroom. All tasks will be set via the class's Google Classroom and deadlines given, and additional resources including worksheets, assessments, internet links, videos and revision materials can be uploaded.

Teachers will inform students if the task should be completed and/or submitted online. The Google Classroom may also be used for events such as revision sessions out of school hours and super-curricular activities.

When teachers set homework and independent study tasks they will:

- Set tasks that relate to the sequence of lessons currently being taught
- Ensure that the purpose of the task is clear, and that students understand what they are being asked to do, and how to fulfil this. This should also be summarised on the Google Classroom, with a deadline that allows reasonable time for completion; for example, it should not be required to be handed in the next day.
- Provide appropriate success criteria for the task
- Explain how the work will be assessed or used, and hence clarify its value
- Where homework is to be marked, return it within two weeks
- Ensure the task can be completed in the time allocated (see Table 1). However, students should also feel encouraged to extend their learning if they finish a task in a shorter time, for example by doing extra reading or research, retrieval tasks or revisiting lesson work. This approach should be routinely embedded into the independent study programmes of sixth form students.
- Provide scaffolding and/or direction for tasks such as reading and research to ensure successful and appropriate outcomes, and preventing students spending unnecessary time searching for information.
- Ensure tasks provide opportunities for success. This may require differentiation, but should always include challenge and high expectations. Students who put in the effort to meet the challenge should see the benefits of their hard work.
- Keep clear records of the quality of each student's homework and the regularity and punctuality with which it is completed
- Follow up all missed homework
- Communicate concerns regarding homework using the correct lines of referral

Expectations of students:

- To view their homework on Google Classroom when the work is set
- To complete homework tasks to the best of their ability and submit them on time
- To actively engage in independent study as part of their learning experience outside of lesson time
- To organize their own homework timetable to include participation in extra-curricular activities
- Sixth form students should expect to spend at least as much time studying outside of the classroom as in it.

Responsibilities of the Head of Department:

- To ensure that homework and independent study assignments are set regularly via the Google Classroom and that they are appropriate, varied and differentiated where necessary
- To support teachers by providing them with resources where required
- To include homework in Schemes of Work
- To support subject teachers if sanctions against pupils are necessary, and to follow up persistent offenders with the Head of Year

Responsibilities of the Form Tutor:

- To ensure students are aware of the school's expectations regarding homework

- To support students where homework concerns are raised by subject teachers, informing the Head of Year where appropriate
- To analyse students' reports for issues concerning homework and follow them up appropriately

Responsibilities of the Head of Year

- To support form tutors if sanctions against pupils are necessary
- To support and manage students who persistently do not complete homework, for example by contacting parents and/or enforcing attendance at homework club
- To liaise with the appropriate Head of Department if a form tutor has concerns over the frequency of homework in a particular subject

Responsibilities of the Line Manager:

- To use school self-evaluation to review with Heads of Department the quality and frequency of the homework set.

Table 1: Frequency of Homework and Independent Study

Subject	Homework
Key Stage 3	
English Maths MFL Science	Set once a week Time: 30-45 minutes
Other subjects	Set once every two weeks Time: 30-45 minutes
Drama Computer Science RE	Set occasionally May take longer to complete
Key Stage 4	
All subjects	Set once a week Time: 45-60 minutes
Key Stage 5	
All subjects	At least 1 hour per lesson taught