

Home study policy

This policy will be reviewed annually by the strategic development committee of the governing body.

Date of last review: Summer 2018

Date of next review: Summer 2019

Introduction

The academy does not have a fixed home study timetable with time allocated for different subjects on different evenings. Students will need to learn to manage their time so that they do some home study each evening. Teachers will not set tasks to be completed for the next day, but will give students at least two days to complete each task. The time devoted to home study should increase as the student progresses through the school. Home study will be differentiated where necessary to take into account individual needs.

We set home study tasks at Carlton le Willows Academy for a number of reasons. These include:

- to develop our students' ability to study and learn independently;
- to develop our students' ability to organise their time and priorities to complete work to deadlines;
- to reinforce learning from the lesson;
- to help prepare for future lessons;
- to extend the work and ideas of the lesson;
- to allow teachers to assess the learning of students and to plan further lessons accordingly.

What sort of activities might be set as home study tasks?

The home study tasks that are set are very varied and may include:

- an extended piece of writing;
- a project over several weeks;
- learning keywords or concepts;
- revising for a test;
- answering questions on a worksheet;
- researching a topic;
- discussing an issue with family and friends;
- redrafting and improving a piece of work carried out previously;
- reading;
- producing a diagram, drawing or model;
- practising a skill.

Periods taught per subject per year group

Year	7	8	9	10	11	12/13		
English	4	4	English	5	En	5	Opt A	5/6
Maths	4	4	Maths	4	Ma	5	Opt B	5/6
MFL	4	4	Science	4	Sc	6	Opt C	5/6
Science	3	4	PE	3	PE	2	Intervention	2
PE	3	3	RP	1	Opt A	3	Opt A	6
RP	1	1	CRW	1	Opt B	3	Opt B	6
CRW	1	1	Opt A	3				
History	2	2	Opt B	3	Opt C	3		
Geography	2	2	Opt C	3	Opt D	3		
DT	2	2	Opt D	3	or			
Music	1	1		30	Opt V	6		
Art	1	1				30		
ICT	1	1						
Drama	1							
	30	30						

Per student per subject

Year 7 and 8

Year 7 and 8 students will complete a maximum of 1 hour of home study per school day.

Subjects teaching one or two periods a week lend themselves well to project based home study tasks with extended deadlines. Subjects teaching three periods per weeks will set a combination of extended home study tasks and shorter consolidation tasks. To assist students, teachers and parents all extended home study tasks will be published on a half termly basis with details for each task, alongside deadlines for submission. Consolidation home study tasks with weekly deadlines will be tracked in student planners.

Year 9

Year 9 students will complete a maximum of 1.5 hours of home study per school day.

Subjects teaching one or two periods a week lend themselves well to project based home study tasks with extended deadlines. Subjects teaching three periods per weeks will set a combination of extended home study tasks and shorter consolidation tasks. Home study tasks for year 9 will be tracked in student planners.

Year 10 and 11

All examined subjects will provide a minimum of 15 minutes home or self-study for every period taught. Students in Year 10 and 11 should complete 1.5 hours of home or self-study per school day.

Year 12 & 13

Students in years 12 and 13 are expected to devote a minimum of five hours per week outside lessons to each subject. In addition to assignments set by their subject teacher, students are encouraged to read as widely as possible around their chosen subjects to broaden their knowledge.

When do students receive feedback on completed home study tasks?

Home study tasks will be collected on the day it is due in and marked and returned within 2 weeks. Teachers should follow the 'What Went Well and Even Better If' system. Feedback should also be given on spelling and grammar as outlined in the academy's literacy policy. Where appropriate peer assessment can be used for home study activities.

Who should I contact if I have a query about home study?

- If you have questions about home study across several subjects, contact your child's tutor.
- If you have a question about home study in a particular subject, contact your child's teacher for that subject or the head of department.

The role of the student

1. To listen to home study instructions in class.
2. To copy down instructions for the task and the deadline date into the student planner.
3. To ensure that all home study tasks are completed and handed in to meet the deadline.
4. To attempt all work and give their best.
5. To inform the class teacher of any difficulties.

The role of the form tutor

1. Support those students who need help to organise their time.
2. To see that home study is being set and recorded.
3. To check that the planner is being signed by the parent/carer.
4. To note and respond to any comments written in planners by parents/carers.

The role of the subject teacher

The subject teacher controls the direction of home study and the nature of tasks undertaken.

The teacher will:

1. Ensure home study is appropriately differentiated and suitably challenging.
2. Give full and comprehensive instructions.
3. Set deadlines for completed work and ensure that they are met.
4. Mark and return all home study promptly.
5. Provide help and support.
6. Discuss with parents/carers concerns as they arise

The role of the head of department

1. To seek to enhance the quality of home study set.
2. To monitor and evaluate the quality of home study tasks set in their subject areas.
3. To monitor and evaluate the impact of the feedback provided on student progress.

The role of the senior leadership team

1. To provide staff, students and parents with the necessary home study documentation.
2. To develop classroom practice to enhance home study across the school.
3. To review annually the school home study policy.
4. To monitor and evaluate the impact of the feedback provided on student progress.

The role of the parents/carers

The role of the parent or carer is crucial if a child is to gain success from home study. To reinforce its value through positive feedback will give students the confidence to persevere, work hard and reach high standards of achievement. Parents / carers can assist by:

1. Providing a table, chair and a quiet place to work.
2. Negotiating with the student when home study is to be done.
3. Checking the time spent on individual tasks.
4. Ensuring that outside clubs do not hamper a child's quality of work and put a child under undue pressure.
5. Checking presentation and content of all home study tasks being returned to school.
6. Signing the student planner each week.
7. Providing the school with information about any problems through the student planner or by contacting the school directly.