



## Home Learning Policy

At Queen Elizabeth's Grammar, Alford the named persons with responsibility for Safeguarding are:

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SLT	SLT

Approved by: SLT & Headteacher  
Date Approved: Wednesday 20 July 2022  
Last reviewed: November 2020  
Next date due to be reviewed: July 2026



# Queen Elizabeth's Grammar, Alford

## A Selective Academy



### OVERVIEW

Home Learning is seen to make an important contribution to pupils' progress at school and can ensure that teaching time is used to maximum effect.

#### **The purpose of Home Learning is to:**

- encourage pupils to develop the skills, confidence and motivation needed to study effectively on their own
- consolidate and reinforce skills and understanding developed at school
- extend school learning, for example through additional reading – 15 minutes a day is recommended
- enable parents to be involved in supervising their children's learning and keep them informed about the work being carried out at school
- allow pupils to manage particular demands such as extended GCSE work

A Home Learning timetable is drawn up by the Assistant Headteacher at the beginning of the school year, after consultation with subject staff. As a rough guideline, Y7 will expect about 1 hour, Y8 1½ hours each evening and Y9 – Y11 between 1½ and 2½ hours each evening. In Years 9 and above, Home Learning will often be set over a longer period of time and it will be important that pupils plan their time carefully and carry out regular revision and wider reading. Year 12 and Year 13 students are expected to study for between 15-18 hours a week in addition to their timetabled lessons. Each subject should set weekly Home Learning that will take on average 3-4 hours to complete.

#### **Parents can help in the following ways:**

- providing a reasonably peaceful, suitable place in which pupils can do their Home Learning
- making it clear to pupils that they value Home Learning, and supporting the school in explaining how it can help them make good progress at school
- showing an interest in the work completed for Home Learning and giving praise when good work is produced
- when indicated (online) giving as much support as possible

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### SANCTIONS FOR HOME LEARNING

The following sanctions will come into operation when Home Learning is not handed in on time/completed:

1. The **first time** a Home Learning task is not handed in on time / completed a **verbal warning will be given** by the subject teacher.
2. The **second time** there needs to be a departmental action taken by the class teacher.
3. The **third time** (for a particular subject, departmental action is taken and the subject leader is involved).
4. The **fourth time** a recorded detention is given and parents informed.

N.B A recorded detention should not be given for missing a departmental action-this must happen first

On all subsequent occasions, stages 3 and 4 are repeated.

### GUIDANCE NOTES FOR STAFF

At the beginning of the school year, Lower School pupils are issued with a student planner and Y7-11 receive a Home Learning timetable. A letter explaining the Home Learning policy will go home to parents with the Home Learning timetable. The sanctions exist in order to encourage pupils to meet deadlines and emphasise the importance of sound study routines.

**It is important that Home Learning is set according to the agreed timetable.** Tasks set for Home Learning will vary, but the time must not regularly be used for "finishing off" class work. This can often place too heavy a burden on some pupils and too light a demand on others.

For the first few weeks of Y7, Home Learning should be built up gradually:

- Weeks 1-3 Maths, Science and English only
- Weeks 4-6 the above plus Geography, History and RS
- All subjects from week 7 onwards

Set one Lower and Middle school Home Learning for every two lessons with Maths and English setting tasks as suggested on the HL timetable.

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### FOR LOWER AND MIDDLE SCHOOL:

#### DO

- Set it on the night expected and have it on the intranet by 4.00 pm.
- Make sure it is accessible and achievable without parental input (or a subject specialist to decipher instructions). Make instructions/guidance explicit and as brief as possible.
- Make sure it can be completed in 20 minutes by a typical Y7 pupil and Y8 pupil, 30 minutes for middle school pupils. If you think some pupils could finish quickly set an optional extra task.
- Take into account the length of time a video clip will take to load up and watch e.g. 10 mins clip probably only means 5 mins writing by time logged on and loaded.

#### DO NOT:

- Set posters as HL without an alternative option.
- Unless Art/Design...avoid asking for drawings, or at least offer an alternative to drawing.
- Set HL on the night and then have multiple days listed with expectations for work each night, it should be able to be completed that night in the relevant time frame for each key stage.
- Set open ended tasks with the comment but finish after N mins-conscientious pupils will carry on until it is completed.
- Set work that requires resources/worksheets to be printed off, not all families have a printer (make hard copies available).
- Set it on a day that is **not** allocated for your HL.
- Set a deadline which requires the work to be handed in the **next day**.

Please be mindful that HL which requires computer/internet access could be difficult for some families and limit this where possible or put in support for individuals if you are aware of their need.

Once the Home Learning has been entered on the intranet, tasks can be uploaded via the intranet or Microsoft Teams at the teacher's discretion.

For Home Learning to benefit pupils' learning, they must be given prompt and appropriate feedback on what they have done (**no later than 2 weeks after the work has been handed in**). Please use the marking policy.

When pupils are absent from lessons it is their responsibility to catch up the work missed.

For the Home Learning Policy to be successful in helping pupils to meet deadlines, it is important that the above sanctions are adhered to, unless there are medical or home circumstances which make this difficult.

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