

Thomas Telford School



Homework and Revision Policy

Updated September 2016

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Revised by Rob Furlong

Guidelines for Homework and Revision

The role of the Personal Tutor

These guidelines are issued to enable you to assist your **personal students** in the organisation of their homework and revision.

Your tutees should bring their Homework Logs to you in every Personal Tutor session. This forms the agenda for checking their progress and monitoring their performance. Take the opportunity to check the log periodically, approximately every module.

As a Personal Tutor, ensure that students understand:

- What they have to do for each homework task.
- Where the same task has been set for all students, ensure that each individual knows what is required of them to reach specific grades.
- Some student may require task writing in or a print off of the tasks set.
- Ascertain whether the student has any difficulties with the homework or revision for tests and examinations that they have done/been set - with particular reference to differentiation. Any such difficulties should be referred to the subject teacher.
- Do encourage your students to plan their own homework and revision timetable. This may need to be amended each week, depending on the nature of the homework and revision and the time allowed for its completion. (Research may require a visit to the Library, reading needs to be done in one 'sitting', learning vocabulary may need several revisits during the week.
- Students should use the Homework Log to plan when each subject will be tackled. The more able students will not need much assistance with this, whilst the less able will need continued support.
- Students must aim to complete homework in the time set.
- Check the Module Report to ensure the parent has signed and act urgently upon any comments related to homework.
- Year 7 and 8 Homework Timetables are attached. Students are expected to organise their own homework and revision timetable in Key Stage 4 and 5.
- If a student/parent requests extra homework in a particular subject(s) satisfy yourself that this would not bring undue pressure on the student, then contact the subject teacher for the work to be set.
- You will receive homework slips from subject teachers when students fail to submit homework. You must act urgently upon this, ascertain reasons and support the student to complete the missing pieces. Phone home if a pattern appears or you have concerns.

The role of the Subject Teacher

These guidelines are issued to enable you to plan effectively for the homework and revision needs of your students.

- In Key Stage 3 Homework is set in **Mathematics, Science and English only**.
- **Revision Homework** will be set in all subjects, prior to module tests and examinations, at the discretion of the Subject Teacher.
- Year 7 and 8 Homework Timetables are attached.
- Ensure that the revision and homework you set is appropriate to the ability and progress of each student. This may mean different tasks being set across the teaching group, or different outcomes being expected from the same task.
- Please ensure that the work set can be completed by the students without the assistance of an adult. It is for the students not parents.
- Where appropriate, relate the task to the Online Curriculum to provide a support mechanism.
- Please also ensure that any homework or revision **does not necessitate** the purchase or acquisition of additional resources e.g. paint, card, wood, revision books etc. Never make assumptions about the resources available to students in terms of parental time or money.

The times below are given as a guide to how long each piece of homework should take.

Key Stage 3	Year 7	30 - 45 minutes
	Year 8	30 - 45 minutes
Key Stage 4	Year 9	45 - 90 minutes
	Year 10	45 - 90 minutes
	Year 11	45 - 90 minutes
Key Stage 5	61 and 62	Homework set as negotiated with the Course Tutor

- Make clear and sensible arrangements for homework to be handed in and that students have **enough time to revise for a test or an exam**.
- Ensure that each student clearly understands what the homework task is, exactly what they have to do for satisfactory completion and when the work must be completed. Students should be aware of the standards required to achieve specific grades.
- Ensure that all students write down their homework and revision tasks in their Homework Log clearly indicating when the task must be completed. Failure to do this makes it difficult for parents and tutors to support you.
- Weaker students will need positive support here using other technologies to record their homework, e.g. email, voice recorder, etc.
- Be prepared to set extra homework for any student/parent who has requested this through their Personal Tutor. There should always be plenty of work available.
- Ensure that all homework is marked promptly before the next teaching session and in accordance with the School Marking Policy.
- If a student fails to submit a piece of homework then complete a homework slip and pass it to the Personal Tutor for action.
- Please ensure that all students are shown their courses and revision aids on the Online Curriculum. Each Year 7 student and their parents will be offered training about how to access the curriculum both at School and home.

The role of the Student

These guidelines are issued to assist in the organisation and completion of your homework and revision.

- Use your Homework Log to write down your homework and revision and the date it is due to be completed.
- Write down today's date, the task you have to do, who has set the homework and when it has to be completed.
- **If you are not sure about something, ask your teacher to explain.**
- **Never** leave the lesson without understanding what you have to do.
- Show your Homework Log to your Personal Tutor during tutor time to help you to plan the week's work.

The times below are given as a guide to how long each piece of homework should take.

Key Stage 3	Year 7	30 - 45 minutes
	Year 8	30 - 45 minutes
Key Stage 4	Year 9	45 - 90 minutes
	Year 10	45 - 90 minutes
	Year 11	45 - 90 minutes
Key Stage 5	61 and 62	Homework tasks set as negotiated with the Course Tutor

NB: The above times are a guideline but if you are spending much longer than the time suggested, your parents should contact your Personal Tutor. You may, if you wish, complete homework in the Library between 4.00pm and 4.45pm Monday to Thursday.

- Homework Timetables for Year 7 and 8 are attached.
- In Key Stage 4, you are expected to organise your own timetable both for homework and revision.
- Further details about your courses, homework and revision materials are available from the Online Curriculum. All students and parents are offered training in Year 7 about how to access this information both at School and from home.
- Ensure that your parents sign and, if necessary, comment on each Module Report.
- If you have a problem with any part of your homework, tell your Personal Tutor who will help you.

The role of the Parent

These guidelines are issued to enable you to monitor your child's homework.

- In Key Stage 3, Homework is set in **Mathematics, Science and English only**.
- **Revision Homework** will be set in all subjects, prior to module tests or examinations, at the discretion of the Subject Teacher.
- Your child will show you a Homework Log which will indicate what revision and homework have been set and when they must be completed.
- The times below are given as a guide to how long each piece of homework and revision should take. The Mathematics, English and Science homework at Key Stage 3 should be about 30 minutes and revision for a test about fifteen minutes.

Key Stage 3	Year 7	30 - 45 minutes
	Year 8	30 - 45 minutes

Key Stage 4	Year 9	45 - 90 minutes
	Year 10	45 - 90 minutes
	Year 11	45 - 90 minutes

Key Stage 5	61 and 62	Homework set as negotiated with the Course Tutor
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NB: The above times are a guideline, but if your child is spending much longer than the time suggested, please contact their Personal Tutor. Students may, if they wish, complete homework in the Library between 4.00pm and 4.45pm Monday to Thursday.

- Year 7 and 8 Homework Timetables are attached.
- In Key Stage 4, students are expected to organise their own personal homework and revision timetable.
- We welcome your support if your child needs help with their homework - but please do not do the homework for her/him.
- Some homework will be written whilst other homework will involve your child in some research (e.g. visiting a library or conducting a survey).
- Further details about courses are available from the Online Curriculum. All students and parents are offered training in Year 7 about how to access the Online Curriculum both at School and from home.
- Please sign the Module Report (issued approximately every month) and, if necessary, comment upon the quality and frequency of homework, expressing your satisfaction or otherwise.

NB: If you have any concerns about your child's homework or work in general, please contact the Personal Tutor immediately.

Front of Homework slip

**Reporting students who fail to do homework to
Personal Tutors**

Subject teachers should use their professional judgement in assessing the reason given by a student who fails to submit homework at the time given.

Should a teacher view the excuse as invalid, then the School Homework Report Slip should be completed and sent to the Personal Tutor for further action.

Back of Homework slip

Homework report

SUBJECT: _____

DATE: _____

To: (Personal Tutor) _____

(Name of student): _____
homework.

has failed to submit a piece of

This work had been set by: _____

This has been recorded by the teacher. Please address this matter in Personal Tutor time and keep this copy for your records

Year 7 Student Homework Timetable 2016-17

Year 7	Monday	Tuesday	Wednesday	Thursday	Friday
T	Science/English	English	Mathematics	Science	Mathematics
E	Science/English	English	Mathematics	Science	Mathematics
L	Science/English	English	Mathematics	Science	Mathematics
F	Science/English	English	Mathematics	Science	Mathematics
O	English	English	Science/Mathematics	Science/Mathematics	None set
R	English	English	Science/Mathematics	Science/Mathematics	None set
D	English	English	Science/Mathematics	Science/Mathematics	None set

Students in Year 7 will receive 2 x 30 minutes homework in English, Mathematics and Science.

Occasionally, other subjects will set homework. This will only be when revision is necessary prior to tests or examinations.

All English homework will be set in the Core English Session

Where more than one subject is set on one day, homework will be collected in the following week.

Year 8 Student Homework Timetable 2016-17

Year 8	Monday	Tuesday	Wednesday	Thursday	Friday
T	Mathematics	English	English	Science	Mathematics/Science
E	Mathematics	English	English	Science	Mathematics/Science
L	Mathematics	English	English	Science	Mathematics/Science
F	Mathematics	English	English	Science	Mathematics/Science
O	Mathematics/English	Science/English	Science	None set	Mathematics/Science
R	Mathematics/English	Science/English	Science	None set	Mathematics/Science
D	Mathematics/English	Science/English	Science	None set	Mathematics/Science

Students in Year 8 will receive 2 x 30 minutes homework in English and 3 x 30minutes in Mathematics.

In Science students will have 2 x 30 minutes homework to cover Biology, Chemistry and Physics.

Occasionally, other subjects will set homework. This will only be when revision is necessary prior to tests or examinations.

Where more than one subject is set on one day, homework will be collected in the following week