

Introduction

It is policy at Mary Immaculate High School to set home learning. The purpose of home learning is to reinforce, develop and establish concepts and skills taught in lessons. At key stage 3 and 4 there is a dedicated home learning timetable which is adapted to suit the level of challenge for each year group. Years 7 and 8 have at least one piece of home learning each night that will take around 40 minutes to complete. The timetable operates on a fortnightly cycle and is accessible through Class Charts app and website. In years 9-11 there is up to two subjects of home learning timetabled each day and this also operates on a fortnightly timetable. Therefore, pupils in Key Stage 4 should be expected to spend up to 1 Hour and 20 minutes a night completing their home learning. Once again all home learning and associated information is located on Class Charts.

All home learning from years 7-11 is structured in a simple format for consistency and ease of use for teachers, pupils and parents combined. We set home learning to mirror in school lessons using a blend of learning experiences. Our approach to home learning has been informed through key educational research and recommendations outlined in studies carried out by EEF (Education Endowment Federation). All home learning is structured as follows:

- **Activate-** This will be a short task to encourage pupils to think about previous learning. This could be a short quiz, a series of questions, a short video or making some notes.
- **Explain-** This will be a teacher explanation; a short video explanations about specific topics
- **Practice-** This will be the main task and will be linked to the teacher explanation. This can be done digitally or on paper.
- **Reflect-** This will be where pupils assess their work
- **Review-** This will be a retrieval practice exercise to encourage pupils to reflect on previous learning to build long-term memory.

TEACHERS' RESPONSIBILITIES

- Setting, collecting, marking and recording progress in accordance with subject expectations; the setting of home learning must be done using *Class Charts*;
- Keeping accurate personal records in Teacher Planner and/or SIMS monitoring
- Home learning tasks should have been considered and planned in advance and in line with schemes of work. Home learning tasks should be related to subject programmes of study and "finishing off" class work is to be avoided;
- Home learning tasks should be clearly explained;
- Reporting and Recording Policy and the teacher should provide feedback/targets in sufficient detail to enable the student to improve;
- Teachers should set home learning according to the home learning timetable to avoid students being "overloaded" with work;
- Direct students to subject specific online learning resources.

STUDENTS' RESPONSIBILITIES

- To ask staff if home learning is not clear - attend home learning support sessions if needed in subject area;
- To check *Class Charts* each night and download the app to aid with this;
- Undertaking all home learning tasks to the best of his/her ability;
- To submit home learning at the specified times;
- If no home learning is set, students should use the time in a useful and sensible way, e.g. revision, reading, re-drafting work; use of online learning resources.
- Each subject area provides an opportunity for students having difficulty with home learning tasks or in meeting the deadline to consult a subject specialist in a study support session;
- It is the student's responsibility to seek help if required.

PARENTS' RESPONSIBILITIES

- To ensure that students undertake all tasks as recorded on *Class Charts* and check pupils have completed through the parent app;



- To inform the Form Tutor when pupils have had difficulty completing home learning e.g. owing to family circumstances.

FORM TUTORS' RESPONSIBILITIES

To check pupils completion of Home Learning through *Class Charts* and provide support where applicable.

HEAD OF DEPARTMENT/HEAD OF FACULTY RESPONSIBILITIES

Checking that Teachers and Form Tutors within their subject area are following the procedures on the previous page.

MONITORING AND EVALUATION PROCEDURES

Marking and Feedback

During monitoring of learning observations and in line with the school appraisal procedure whilst performing a lesson observation, the observer will check both the timing and nature of home learning feedback. The observer will check that home learning has been assessed in line with the school assessment, recording and reporting policy and that the teacher has provided appropriate feedback to enable the student to improve. Action to improve the timing and nature of home learning feedback will be taken as a result of discussion and agreement between heads of department/heads of faculty and the Leadership Team.

Policy Approved: February 2020

Policy Review Date: February 2022