



Ringwood School

A National Teaching Academy

Home Learning Policy September 2021

Policy Details:

Policy Name	Home Learning Policy
Date of Current Policy	September 2021
Author	Deputy Headteacher
Created on	
Authorised By	Deputy Headteacher
Review Frequency	Every three years
Review Date	September 2024
Rationale for Policy	Statutory

Ringwood School believes that HL encourages students to take responsibility for their own learning, manage their time effectively and meet deadlines. It also develops independence along with the skills and attitudes essential for successful lifelong learning. *Teacher Standard 2.*

Purpose

All HL tasks will meet at least one of the aims listed below:

- **Preparation** – Where students are set a task which allows them to prepare for future learning.
- **Practice** - Where students are set a task which allows them to practise their knowledge or skills.
- **Revision** – Where students are set a specific task to revise and review prior learning encouraging them to embed knowledge in their long-term memory. This may be for imminent assessment or long-term future assessment and learning.
- **Coursework** – For subjects which allow students to complete aspects of coursework outside the school setting.
- **NEA**- For subjects which allow students to complete aspects of NEA outside the school setting.

Roles and Responsibilities

<p>Student</p> <ul style="list-style-type: none"> • Record HL in diary with deadline and work out when you will complete the HL • Complete the HL and hand in by the deadline • If you are unsure of the HL task seek out help in your own time before the deadline • Ensure the recommended time for HL is not exceeded in order to strike a balance between work and leisure time • If absent, refer to TEAMS to find out what HL has been missed and talk to your teacher. Where appropriate HL should still be completed • In failure to reach deadlines follow the whole school HL sanctions policy
<p>Parent</p> <ul style="list-style-type: none"> • Sign the Home/School agreement in student diary • Sign student diary on a weekly basis reading any communication from tutors and teachers • Check that student is completing the expected HL (using the HL timetable recorded in the back of the diary) • Offer encouragement to complete HL • If a student is unable to complete a piece of HL in the recommended time frame, sign in the margin so that the teacher is aware • Where students fail to reach deadlines, support the school with the HL Sanctions Policy (this includes organising transport where necessary for after school detentions if they are set) • If a detention for HL failure is set, sign the diary next to the detention to acknowledge you are aware of it
<p>Teacher</p> <ul style="list-style-type: none"> • Communicate the expectations of the HL policy to students • Set HL on the correct days according to the HL timetable • Clearly communicate expectations and allow time for recording HL in the diary (including deadline) • Provide feedback in response to HL in line with the School’s Assessment and Feedback Policy • Challenge HL that is below expectation (e.g. quality, presentation) and expect that students will redo it • Where students fail to reach deadlines follow the HL Sanctions Policy, entering the correct codes in SIMS • Sign up and take part in whole school detention duty
<p>Tutor</p> <ul style="list-style-type: none"> • Communicate the expectations of the HL Policy to tutees • Give students time in tutor time to pre-populate diaries with weekly HL expectations

<ul style="list-style-type: none"> • Provide students with strategies to manage time for HL • Check students and parents are signing diaries on a weekly basis • Ensure that students do not complete their HL in tutor time to emphasise its importance and value
Subject Leader (SL) <ul style="list-style-type: none"> • Ensure that appropriate HL tasks are set within the relevant SOW • When provisional HL timetable is sent to SLs, ensure that the HL timetable does not expect HL to be completed for the next day • Monitor that HL is being set and feedback provided across the subject • Ensure the team is adhering to the HL sanctions policy and entering the correct codes on SIMS
Senior Leaders <ul style="list-style-type: none"> • Ensure that appropriate HL tasks are being set within subjects that are line managed (book scrutiny) • Support tutors in monitoring that HL is being set and marked across all subjects through the collection and scrutiny of as well as spot-checking of linked tutor group diaries and TEAMS. • Ensure HL diaries are being signed by students, parents and tutors • Ensure that subjects are adhering to the HL sanctions policy

Setting and Timing of HL

- HL must only be set according to the HL timetable that is updated in September each year
- All HL must be followed up in a timely way and students must be given feedback.
- Home learning must have one of 5 main aims
- All HL will be set on TEAMS. How the work is submitted is for the teacher to decide and state to students. There is no requirement for students to click the “hand in” button unless students have been asked to submit their work on TEAMS.
- All HL is to be named with its purpose in bold and stated first, followed by the date set.
- All Home learning needs a category added stating the name of the teacher who has set the work. If extra detail is required, add this in brackets after the teacher’s name.
- The time that the work is due must be changed from 23:59 which is the default time to prevent students receiving notifications at midnight.
- Example wording shown below:

PRACTICE- Set Mon 5th July Miss Middlewick (Biology)
Due 9 July 2021 16:00

- Students must be given explicit instructions about what they need to do in the lesson when the home learning is set, with the purpose of the work stated.
- There is a column in the home learning diary where students can tick to confirm that there is home learning set and detailed in TEAMS.

Year	Subject	Time	Frequency
Y7&8	Maths, Science	Up to 30 minutes	1 per week
	English	Alternates between 60 minutes reading	1 per week

		(minimum expectation) and a 30 minute 'What's in a Word?' task	
	Subjects with 2 or more lessons per week	Up to 20 minutes	1 per week
	All other subjects	Up to 20 minutes	At least 2 per half-term

Year	Subject	Time	Frequency
Y9	English, Maths	Up to 40 minutes	1 per week
	English	60 minutes reading (minimum expectation)	Spread over the week
	Science	Up to 20 minutes	2 per week
	Subjects with 2 or more lessons per week	Up to 30 minutes	1 per week
	All other subjects	Up to 30 minutes	At least 2 per half-term

Year	Subject	Time	Frequency
Y10 & Y11	English, Maths	40-80 minutes	1 per week (40 -80 minutes) Or 2 per week (up to 40 minutes)
	Science (if you have 3 teachers)	Up to 25 minutes	3 per week
	All other subjects	Up to 40 minutes	1 per week

Failure to complete HL

Failure to complete HL will lead to the application of the school's HL Sanctions Policy.

HL support

Ringwood School believes that students need relaxation time along with opportunities for extracurricular activities for enrichment and enjoyment. Use of HL timetable allows HL to be spread as evenly as possible through the week so that students can achieve a learning-life balance.

We recognise the diverse needs within our school community and understand that some students struggle with the skills required to manage a HL timetable or to complete some HL tasks. We would like to support these students further and welcome communication through the diaries from parents and verbal communication with students and parents to support any issues related to HL that may arise. There is a HL club in LRC Tuesdays –Thursdays 3.20 -4.20 which is a great opportunity to make a head start with HL when it is set. The LRC is also open before and after school and during lunchtime should students wish to access computers and complete HL when in school.