

Holbrook Academy



KS4 Academy Home Learning Guide

2014-15

For Students and Parents

Home learning is work that is set to be done outside the timetabled curriculum. It contains an element of independent study in that it is not usually directly supervised by a teacher. It is important in raising achievement and helps cement learning and develop wider independent learning.

Home learning is different from study and revision. In Years 10 and 11, students should have a study plan which allows them to regularly re-visit and revise key topics for all subjects to consolidate knowledge for end of Year 11 examinations. Home learning tasks should be completed in addition to regular study.

Aims of Home Learning:

Home learning enables students to:

- Consolidate and extend work covered in class or prepare for new learning;
- Access resources not available in the classroom and develop research skills;
- Show progress and understanding;
- Enhance study skills e.g. planning, time management and self discipline;
- Develop literacy and numeracy skills outside the classroom;
- Take ownership and responsibility for learning and have an opportunity for independent work;
- Gain experience in planning commitments over a period of time.

How much work will be set?

Because the nature of home learning tasks varies greatly, it is not easy to define precisely how much time students across the age and ability range should spend on each piece of work. However, students in Years 10 and 11 should be engaged in regular study in addition to home learning.

Different GCSE courses have differing requirements with regards to exams and controlled assessments. All will need full preparation and study. On average Year 10 and 11 students should spend approximately 1 hour on each task. Some home learning tasks will be set as a longer project and demand an extended piece of writing; others may be shorter revision activities. Teachers give clear guidance and deadlines.

Sometimes parents report that their child as 'no home learning'. All students are preparing for examinations and when no specific task is set for a subject, or a student has completed the task but as further study time, they should engage in revision and preparation. All students receive course requirements at the start of the course and these are shared with parents in the Year 10 Handbook.

In which subjects will home learning be set?

Most subjects set home learning tasks weekly or fortnightly according to the home learning timetable and the course specification. The PE department expect students to be engaging in extra-curricular PE in addition to other exercise outside of the classroom.

How to record home learning tasks:

All home learning tasks should be recorded in the **Student Planner**. This is also an ideal way for parents to be kept in the picture regarding the nature, frequency and amount of home learning activities being issued. There is also a facility for parental signatures which provides a visible acknowledgement that parents are supporting their child's learning.

How will home learning be assessed?

Home learning is assessed using the following grading system:

1	Excellent	Quality of home learning is of a very high standard and shows real independent thinking.
2	Good	The home learning shows many good qualities.
3	Some concerns	The quality of the home learning is satisfactory; although some elements are fine there are a few things missing.
4	Poor	The quality of the home learning is poor and major elements need revisiting.
U	Not completed	The work set has not been completed.

Failure to complete home learning tasks results in sanctions in line with the academy's discipline policy. Grades are recorded on Go4Schools and monitored by teachers and Subject Leaders. Students may also receive stickers, praise postcards or certificates to celebrate their success with home learning tasks.

Home Learning - The role of the Student:

- To become familiar with the course requirements provided by the teacher.
- To organise a study timetable to ensure equal coverage of subjects and avoid any last minute panics.
- To access the support and extra-curricular opportunities provided by teachers.
- To listen to home learning instructions in class and to ask if they do not understand.
- To copy down instructions for the task and the deadline date into their student planner.
- To ensure that home learning is completed and handed in to meet the deadline.
- To attempt all work to the best of their ability.
- To inform the class teacher of any difficulties.

Home Learning - The role of the Form Tutor

- To see that home learning is being set and recorded regularly.
- To check that the student planner is being signed by the parent/carer.
- To note and respond to any comments written in student planner by parents/carers.

Home Learning - The role of the Class Teacher

The class teacher controls the direction of home learning and the nature of tasks undertaken. The teacher will:

- Set home learning according to the timetable.
- Provide the stimulus; ensuring that home learning consolidates classroom learning.
- Give full and comprehensive instructions.
- Set deadlines for completed work and ensure that they are met.
- Mark and return all home learning promptly, recording assessment of home learning on Go4Schools.
- Make contact with parents/carers regarding concerns about home learning.

Home Learning - The role of Parents / Carers

Parents/Carers can assist by:

- Providing a quiet place to work.
- Encouraging a positive approach to home learning by discussing and sharing tasks.
- Offering guidance and assistance without taking away independence.
- Checking the time spent on individual tasks.
- Checking presentation and content of home learning being returned to school.
- Signing the student planner each week.
- Providing the Academy with information about any problems through the student planner or by contacting the Academy directly.
- Encouraging their child to read everyday. Studies show that even 20 minutes a day of reading improves educational performance.

When should home learning be done?

There is no single answer to this question. Children, like adults, are all different and what suits one will not necessarily suit the other. However, it is very important to establish a routine as the basis for a sensible approach to managing home learning tasks. A learning or revision timetable is an ideal way to keep students on track and ensure equal coverage of all their subjects when revising. The following pointers are offered on that basis:-

- Plan home learning or study at **regular** times and try to stick to this pattern.
- Several **shorter** sessions on a number of subjects is better than one lengthy stint on a single subject – other than when you have a specific item of work, such as an essay, which requires a fair amount of time.
- Commit yourself to doing your home learning tasks most nights of the week (ideally Monday to Thursday) but leave parts of the week aside for other activities. Friday night and Saturday should be avoided!
- Make full use of the student planner to schedule work in advance.

- Avoid leaving everything until the last minute.
- Use the weekly timetabled Supported Study session.

Where should children study?

Individual students have their own preferences, but, in general, the following conditions are thought best:-

- In a quiet part of the house, away from distractions such as TV, family pets or even younger brothers/sisters.
- Somewhere warm and well lit.
- On a flat surface, preferably a desk with plenty of room for books, notes, pens, pencils, etc.
- Sometimes students may be expected to research topics using ICT. If students do not have access to computers at home they can access the Academy ICT facilities at break, lunchtime and at the end of the day.

YEAR 10		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	Week 1	English Bus Coms	PE 10 1 Geography 10c Catering	History 10D1 Music 10D1 Product Design10D1 French 10D1 Geography 10b Computing	History 10A1 RS 10A1 Drama 10A1 ICT	Maths RS 10D1 Science
	Week 2	English Geography 10c	PE 10 2 French 10B1 Geography 10b Catering	History10D1 Music 10D1 Product Design 10D1 RS 10D1 Computing	History 10A1 RS 10A1 Drama 10A1 ICT	Maths Science

YEAR 11		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	Week 1	Music 11B1 Catering 11B1 French 11B1 Drama 11B1 Geography	Science	History 11A1 English ICT	History 11C1 Hosp & Cat 11B1+C1 RM 11D1 RS 11D1 Bus Coms PE	Maths
	Week 2	Music 11B1 Catering 11B1 Drama 11B1	French 11B1 Geography Science	History 11A1 English ICT	History 11C1 Hosp & Cat 11B1+C1 RM 11D1 RS 11D1 Bus Coms PE	Maths

Art & Design: Home learning tasks are a continuation of the work undertaken during lessons with an expectation that students apply focused study on a weekly basis.

Literacy: Students should work on their literacy targets and may be set additional literacy home learning. All exams assess QWC (quality of written communication).

Students following GCSE courses are expected to devote time to reading, research and revision for all subjects on a regular basis. They should also manage their time to take regular exercise and follow other hobbies and activities.