

ST. PETER'S CATHOLIC SCHOOL

**HOME STUDY POLICY**  
Key Stages 3, 4 and 5

This policy reflects consultations with staff in May 2010 and with students 24 June 2010

**Home study**

Home study is any work or activity set to be completed outside the normal lesson time.

It may take the form of reading, writing, note making, research, revision and learning, coursework project, exam papers/ preparation, preparing material for a future lesson

**The purpose of home study**

- to encourage the development of independent learning skills and regular revision of learning
- to consolidate and reinforce understanding and skills acquired during lesson time. The school library and homework club support this.
- to extend and apply learning through a variety of tasks and experiences
- to develop independent study skills through the ability to plan and organise work and meet deadlines
- to challenge and assist learners to enrich and apply their learning

**The amount of home study**

- The amount of time actually spent will vary from student to student – the key is regular homework to an agreed timetable.
- The Lead Tutor sets the homework timetable, providing each student with a copy. Coursework will often require some weekend and holiday time for completion.

**Key Stage 3 (KS3)**

- Up to 5 hours per week

**Key Stage 4 (KS4)**

- Up to 10 hours per week. Though subjects will be considerate of students when public examinations are imminent.
- Coursework will place heavy demands on time at certain points during GCSE.
- Some work during holidays is expected

**Key Stage 5 (KS5)**

- Regular work including research up to 16 hours per week divided equally among a student's subjects. This equates to one hour of home study per taught lesson and is essential to foster independent learning. Time demands will increase with approaching coursework, module and exam deadlines. Work during holidays is expected

**Recording and monitoring**

The 11-16 School Liaison Journal (SLJ), provided by the school, is used by students to record home study and the subject teacher or form tutor may spot check it at any time in school.

The form tutor will check all SLJs at regular intervals (usually weekly).

Subject Leaders will check samples of home study each term.

Members of leadership team will ask for feedback on home study from these checks.

Parents are asked to monitor the SLJ, read it through, and sign it each week after checking with their son/daughter that work has been undertaken and deadlines met.

Subject teachers keep records in planners/ mark books or on computerised systems.

### **The Students' role**

- to complete all home study on time to the best of their ability
- to use extra time within the home study timetable for revision
- to widen their skills and knowledge base through regular reading and research
- to ask subject teachers for help if experiencing difficulty with any tasks or deadlines
- to seek any necessary personal support with subject study or overall organisation

### **The Subject teachers' role**

- to set a range of tasks during each term appropriate to the age and ability of each student and ensure that students record and understand what is required
- to set work clearly linked to current learning objectives and not freestanding tasks
- to allow students 48 hours for completion of regular homeworks
- to give prompt and regular feedback to students, either collectively or individually, verbally or by written comment, at regular intervals through the term, making clear what is expected
- to monitor and record the work and overall progress of each student, rewarding outstanding work by comment, commendation or award
- to inform parents of progress through formal reporting and extra contacts as required

### **The Parents' role**

- to ensure a suitable environment where their son/daughter can complete home study
- to make clear that they also value home study and support the school in this policy
- to read the Parents' Curriculum Handbook so as to be familiar with course content and the ways assistance can be given to students
- to monitor the SLJ, check that deadlines are being met and sign it weekly
- to inform school if there are problems so that school and parents can work together to resolve these
- to inform school if there appears to be too much or too little home study regularly set
- to offer praise, encouragement and small rewards for work well done

### **Long term sickness or hospital during term time**

- the parent should consult with the Lead Tutor about the student's needs at the earliest possible opportunity
- the school will support and arrange for work to be set for the parent to collect from school reception. This work will be marked in the usual way and left for parents to pick up if appropriate.
- parents and students will be able to access some supporting information through the school's web links