



Soham Village College

# Homework Policy

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Soham Village College believes all homework set should be meaningful and positively impact a student's progress. What form this homework takes varies vastly from subject to subject as what works for one subject is not necessarily best for another. To ensure this happens across the school, faculties or departments must have their own policy that complies with Soham Village College's guidance set out in this policy.

1. **IMPACT:** Homework must be challenging, meaningful and help students make progress through consolidation, deepening understanding or preparing them for work to come. No one is better placed than the Head of Subject to make this judgement. If this is an area which requires development, they should seek guidance on how to improve this from their line manager. The rationale for a department's policy must be clear and all teachers should understand it.
2. **DIFFERENTIATED:** Homework must be differentiated and appropriate for the student for whom it is set.
3. **REGULAR:** Homework must be **consistently** set across the department by **all** teachers so that all students have the same experience. It must be explicit to all teachers in the department where homework should be set. Where students are in ability groupings, all groups are expected to have homework set with the same frequency regardless of if they are a high or low group.
4. **MONITORING:** There must be a means of monitoring this so that a Head of Subject can show evidence that teachers are setting homework in accordance with the department policy.
5. **DURATION:** Homework for a subject should take a student at KS3 approximately 30 - 60 minutes per fortnight (if they are seen about 2-3 times a week by a teacher) – this can be allocated in any way the Head of Subject sees fit. At KS4 this can increase to 60 – 120 minutes per fortnight.
6. **TIME TO DO IT:** Students must be given sufficient time to complete a task. It must be very clearly given in class with no ambiguity about when it is due or what is required.
7. **HOMEWORK SETTING.** All homework will, in the majority of cases, be recorded on Go4Schools. Any homework or sanctions must be made explicit to students. There must be good information so that students of all abilities can access the task and time for them to record the information in planners.
8. **MARKING:** Homework must be marked by either a peer, self, teacher or other electronic means. It should be marked promptly.
9. **REWARDING HOMEWORK:** Homework points should be recorded in line with school behaviour policy. Teachers must have a means of recording homework completion for their class to ensure they know who has done it and who hasn't, who has been late etc (this can be paper or electronic) to allow them to record on Go4Schools any repeat offenders accurately and report with confidence on how well a student is doing their homework.
10. **SANCTIONS:** Where no reasonable explanation is forthcoming follow the procedure outlined below. This is the system for the whole year so a student has a second chance only once in the year. Strikes refer to separate homework, not the same one e.g. if a teacher asks a student to redo a homework and it is not done then this would now count as a second piece of HW not done.

When issuing a detention, a student must be in **no doubt** that a detention has been given to them. It might be useful to write into a student's planner 'HW det, time, place'. Whatever system you use to record detentions issued, completed or missed, it must be robust.

Department/Faculty policies must be approved by the Assistant Headteacher (ES) and centrally saved in the Quality Assurance folder for the subject of Microsoft Teams.

## **Homework accessibility**

Homework should be accessible to all students regardless of background or family circumstance. Any file types used must be easily accessible to all users. The school recommends things that can be easily accessed by web browsers such as: PDF, Word, PowerPoint, Excel, Google files.

## **Use of Artificial Intelligence**

Artificial intelligence (AI) tools are now widespread and easy to access. Staff, pupils and parents/carers may be familiar with generative chatbots such as ChatGPT and Google Bard. Soham Village College recognises that AI has many uses to help pupils learn, but may also lend itself to cheating and plagiarism.

Students may use AI tools:

- As a research tool to help them find out about new topics and ideas
- When specifically studying and discussing AI in schoolwork, for example in IT lessons or art homework about AI-generated images. All AI-generated content must be properly attributed

Students may not use AI tools:

- During assessments, including internal and external assessments and coursework
- To write their homework or class assignments, where AI-generated text is presented as their own work

The school considers any unattributed use of AI-generated text or imagery to be plagiarism.

## **Roles and responsibilities**

### **Teacher**

The class teacher is responsible for ensuring that they know their department homework policy and that it is applied consistently. They must ensure students complete all homework to an acceptable standard and follow the sanction system if necessary.

### **Subject Leader**

Subject leaders will produce a department policy that sits under this one. They will have identified when and at what point in a topic they expect homework to be set. They will have communicated this clearly to their team. They are responsible for organising a system in their department for tracking homework so that it can be monitored and to ensure sanctions are being issued where necessary. They are responsible for organising and managing a faculty detention system that fits with the school one.

### **SLT link**

The SLT link will monitor the homework set in a department with the subject head. They will challenge practice that they think is not rigorous and ensure action has been taken if necessary. They will also help the subject lead to continue to develop their homework policy and look to improve the quality of homework set in the future.

### **Assistant Headteacher for Teaching and Learning**

The Assistant Headteacher for Teaching and Learning will meet with all subject leaders to agree subject-specific interpretations of the policy. These will be agreed in writing. In addition to the responsibilities of an SLT link, the Assistant Headteacher will oversee the delivery of the policy by all departments. They will also monitor students who repeatedly miss homework in a range

of subjects through Go4Schools in liaison with heads of year and the data manager. The Assistant Headteacher will ensure that current performance and improvements are communicated effectively to governors through liaison with the governor for teaching and learning and through feedback at local governing body meetings.

### **Headteacher/Advisory Body**

The Headteacher and Advisory Body are responsible for ensuring that homework arrangements are implemented in accordance with the current legal requirement of the Education Reform Act 1988 and all subsequent legislation.

### **Review**

This policy will be usually be reviewed on a 3-year cycle. This review may be brought forward as required by the Trust to reflect changes in supporting advice/guidance.

# Sanction System for Homework

## FIRST STRIKE: Teacher

**First strike:** Homework not complete. Record -1 and an immediate short detention at either break or lunch set by the teacher **OR** the student has genuinely forgotten it at home for the first time against an otherwise perfect track record. Issue a -1 and give them a second chance to submit the next day, if they forget move to second strike. ***If a large number of students (e.g. >20% of the class) have not completed a homework, seek advice from your line manager about how to proceed before issuing -1.***

## SECOND STRIKE: Faculty

**Second strike:** Student forgets homework for a second time it should be recorded as -1 and given a Faculty Detention

Failure to attend detention: Issue Faculty Detention

## THIRD STRIKE: Faculty

**Third strike:** -1 homework point Faculty Detention (can be after school or lunch as appropriate). Faculty Head to organise the system

Failure to attend Faculty detention: Reissue or issue Faculty after school detention

## FOURTH STRIKE: Whole School

**Fourth strike:** Faculty Head to manage or Referral to Head of Year and/SLT link. Contact parents, manage a way forwards. Possibly a mandatory attendance of homework club at lunchtime.

Failure to attend Faculty long detention HoF/D  
Pass on to Exclusion room