

SBL Home Study Policy 2018-19

The importance of Home Study

Home Study is work that students complete at home. At SBL, we believe that it is very important in helping a student to achieve their full potential. We also believe that Home Study, and the independent learning skills that it requires, have important roles in instilling a lifelong love of learning in our students. Over the course of a student's time here, we will help them to develop the organisation skills, discipline and independence that they need to take real ownership of their own learning. With the support and guidance of their teachers, they will then be able to prepare themselves effectively for their external exams in year 11 and beyond. From the moment a student gets a place at SBL, the expectations regarding work at home, its importance and how to do it effectively are made clear.

What does Home Study at SBL look like?

Curriculum teams work together to develop programmes of Home Study for students that enable them to learn effectively and make good progress. It is crucial that students can see the value in the work they are doing at home. Effective Home Study will look slightly different in different subject areas but will always meet one or more of the criteria set out below:

- Home Study that enables students to develop their numeracy and literacy skills
- Home Study that enables students to prepare for lessons or consolidate learning
- Questions that enable students to apply their learning and prepare for examinations
- Home Study that helps students to develop their revision skills (students should be given clear direction in how to do this and not simply told "to revise")
- Home Study that helps students to develop a love of learning

The recording of Home Study

All Home Study tasks are recorded on our parent communication portal Insight. Parents and carers are then able to see the work that students need to complete and help them to organise themselves. All tasks will be set along with any attached resources that are needed and a deadline for completion. Training is provided to ensure that all staff are able to use this system.

Some teachers choose to use Google Classroom as a mechanism of sharing and taking in work. It is a fantastic platform that makes it really easy for 'live' feedback to be given to students. Where Home Study is set for students on the Google Classroom, details of the work must also be recorded on Insight including a deadline for completion and either a link to the google classroom page itself or clear instructions as to the task and how it needs to be completed.

Sanctions

When a student fails to complete a Home Study task by the deadline or the Home Study they have completed doesn't reach the required standard, the teacher is required to record this on SIMS using a 'Y' code. 40 minute detentions are set centrally for students if the issue is repeated more than once within a 1 week period. Failure to attend this detention will then result in a 60 minute detention being set and failure to attend this re-arranged detention will result in a day spent in the Isolation Room. If a student misses 4 or more Home Study deadlines within a 1 week period they will be set a 60 minute detention..

If it is feasible and appropriate, students will be able to complete the Home Study task in question during the detention that is set for them. Where this is not possible, students will still be expected to complete the outstanding task in their own time although no further sanctions will be set regarding the piece of work.

Overcoming barriers to Home Study

We recognise that working at home can be easier for some than others. We are also conscious that our students will have different resources available to them at home. No Home Study tasks will be set that discriminate in any way or require resourcing for which some students don't have access. For example, alternatives will be provided for students who don't have access to the internet.

The Library will be open until 4.30pm on Tuesdays, Thursdays and Friday so that students can complete Home Study. There will be computers and iPads available for students so that they can access Insight and complete any tasks that require this technology.

The frequency and quantity of Home Study

All Home Study should be set in accordance with the Home Study timetable which is published at the beginning of each school year. Please see the section below 'flexibility in the timetable' which details the flexibility that needs to be built into the Home Study timetable, particularly with Key Stage 4 groups.

Key Stage 3

At Key Stage 3, students are expected to complete approximately 45 minutes to 1 hour of Home Study work per day. Each evening's Home Study will usually comprise of tasks in two different subjects, each being approximately 25-30 minutes in length. We strongly recommend that Home Study tasks are completed on the night they are set even if the deadline is some distance in the future. This will prevent Home Study tasks 'piling-up' and causing unnecessary stress for our students.

Different subjects set different amounts of Home Study each week and these approximate guidelines are outlined in the table below.

1 approx. 25-30 minute activity/week
English
Maths
Science
French or German
Technology
English/Cross-curricular reading time
1 approx. 25-30 minute activity/fortnight
History
Geography
PE
Music
Info. Tech.
Performing Arts
Art
Values and Beliefs
Home Study not set
PSHE

Key Stage 4

As soon as KS4 begins, students are expected to complete approximately 60-80 minutes of Home Study work per evening. Each evening's Home Study will usually comprise of tasks in two different subjects. The approximate guidelines for the amount of work set each week in each subject can be found in the table below. As students approach Pre Public Examinations (PPEs) and external exams in Years 10 and 11, the amount of Home Study will increase.

2 approx. 30 minute activity/week	
Maths	
English	
Science	
1 approx. 40-60 minute activity/week	
Option subject A	<i>One of these options subjects may be a 3rd Science (30 minute activity)</i>
Option subject B	
Option subject C	
Option subject D	
Home Study not set	
PE (unless a GCSE option subject)	

Key Stage 5

There is no Home Study timetable for post-16 students. Students are expected to complete a minimum of six hours of private study per subject per week. For most students this means 18 hours of study outside the classroom per week. Some of this may be completed in the post-16 centre during study periods but the majority will be completed at home.

Students will be in part directed in their Home Study by their teachers who will set tasks for them to complete each week.

It is crucial that students at post-16 take full responsibility for their own learning and therefore some of a student's Home Study time will need to be directed by themselves. There is an expectation that post-16 students will review learning and prepare for lessons. They will have the full support and guidance from all of their teachers who will hold them to account, making sure that the correct amount of Home Study is being completed and then organised appropriately. Failure to fulfil these requirements will mean a referral to their tutor and the Director of Post-16.

Independent Learners

Students are able to use their planners to record the Home Study tasks that they need to complete. This will help them to develop the organisation and prioritisation skills that they will need throughout their lives. The use of Insight and the Home Study timetable will help to provide structure and consistency for our students but it should not get in the way of helping them to develop these important skills.

We highly recommend that parents and carers empower students with the responsibility for organising their own Home Study and where possible, students should be encouraged to use Insight themselves. Over time, they will need to learn that they cannot rely on others to remind them of the tasks that they need to complete.

At Key Stage 4, there is greater flexibility in the Home Study timetable meaning that the effective use of the planner by students becomes even more important (see below).

Flexibility in the timetable

At Key Stage 4 there will be a greater need for teachers to have some flexibility in the quantity and frequency of work that they are able set in order to ensure that it is always useful and helps students to learn effectively.

- On occasion, Home Study tasks will be set that will take slightly longer than 30-40 minutes. Where particularly long tasks are set, the deadline should be at least 1 week in the future. Students will then be expected to organise their time and manage priorities accordingly.
- On occasion, Home Study tasks will be set outside of the Home Study timetable. These may include things like preparation for a lesson the next day or a consolidation task that will really help the day's learning to 'stick'. Any tasks that are set in addition to the Home Study timetable and need to be completed that same evening should be no more than 10 minutes in length. The amount of work that is set in the subject each week should remain broadly consistent.

Monitoring and accountability

It is the responsibility of Curriculum Team Leaders to ensure that Home Study is being set in accordance with the policy in their subject areas and that all tasks are being appropriately recorded on Insight. Training is provided to ensure that all leaders are able to do this effectively. The setting of Home Study is also monitored centrally and a report produced for the principal on a monthly basis. The overall responsibility for Home Study at SBL lies with Guy Jones (Assistant Principal, Teaching and learning).