

# HINCHINGBROOKE SCHOOL



Policy Statement  
on

## POST-16 HOMEWORK

Drawn up by:	SJE
Date:	April 2005
Date adopted by Governing Body:	5 May 2005
Revised:	20 January 2009 (Curriculum)

## Post 16 Homework Policy

A wide variety of homework tasks may be set for Post 16 students. These may include;

- Research tasks based on primary and secondary sources (texts, periodicals, TV, Internet)
- Preparation for classwork activities (Presentations, discussions, tests etc)
- The completion of Past papers
- Coursework research and completion

The expectation is that a student would receive a weekly minimum of 3 hours homework per subject. Where two teachers share a class, homework should be coordinated between them. Students would obviously be encouraged to spend more time than this minimum reading around their subjects.

When completing a substantive piece of homework, for example, a past paper, students should be given *at least one weeks notice* of the deadline for completion.

It is vital that staff insist that all students should meet the deadlines set. The completion of homework by Post 16 students is not a voluntary activity; it is an integral part of their studies.

Equally, it is a clear expectation that staff mark set homework, and return it to students within *2 weeks*. Wherever possible marking should include real time grades, as per the Best Practice Model, and written comments to encourage further progress.

Any student who persistently misses homework deadlines, or whose work falls below expectations, should be referred, by their Subject teacher, to their Professional Tutor. The Professional Tutor will interview the student and set targets for improved performance.

Subject team Leaders will monitor the implementation of the Homework Policy as part of the scheduled M&E activities.

Post 16 Coursework Policy (based on Post 16 Best Practice Model and M&E December 2004):

- Subject teachers should have detailed knowledge of all Coursework requirements, including assessment objectives, marking criteria and deadlines.
- The subject team should internally moderate the marks awarded for Coursework.
- Members of subject teams should keep up to date with changes to Coursework criteria by attending relevant courses as part of CPD.
- Students should receive clear instructions as the examination rubric for coursework, in written form, ie a Coursework booklet.
- If any lesson time is devoted to Coursework it is essential that students are kept under close supervision, and are not sent off to work independently for long periods of time.
- Where 2 or more teachers share a class, it is vital that all subject guidance given to students is the same. Similarly, any internal deadlines given to students must be coordinated across subject staff.

Subject team leaders will monitor the implementation of the Coursework Policy as part of M&E.