



Home Study Policy

Date of last review: December 2021
Date of next review: December 2022

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 and Microsoft Teams as platforms for sharing and taking in work. These are fantastic platform that make it really easy for 'live' feedback to be given to students. Where Home Study is set for students on one of these platforms, 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 using the SBL Behaviour Management system. 60 minute detentions are automatically set for students if the issue is repeated more than once within a 1 week period (Wednesday to Wednesday). Where our operating procedure permits it, a student can attend Home Study club after school in the library on one of the days prior to the detention and the detention will then be cancelled. Failure to attend the library or the original detention will result in a day spent in the Isolation Room.

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.

We strongly advocate the use of the library, particularly for students who find it difficult to work independently. Operating procedure permitting, the Library is open until 4.30pm every day so that students can complete Home Study. There are computers, iPads and teachers available for students so that they can access Insight and complete any tasks that require this technology with help from adults as well as their peers.

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 20-30 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.

One approx. 25-30 minute activity/week	<ul style="list-style-type: none"> ● Maths ● English ● Science ● French or Spanish ● Reading
One approx. 25-30 minute activity/fortnight	<ul style="list-style-type: none"> ● History ● Technology ● Geography ● PE ● Music ● IT ● Performing Arts ● Art ● Values and Beliefs
Home Study not set	<ul style="list-style-type: none"> ● 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.

Two approx. 30 minute activity/week	<ul style="list-style-type: none"> ● Maths ● English ● Science
One approx. 40-60 minute activity/week	<ul style="list-style-type: none"> ● Option subject A ● Option subject B ● Option subject C ● Option subject D ● One of these may be one of the triple sciences
Home Study not set	<ul style="list-style-type: none"> ● PE (unless a GCSE option subject)

Key Stage 5

At Post-16, Home Study is vital. To complement in-lesson learning, Post-16 students are expected to complete at least six hours of independent study per subject per week. Independent study can be completed in the Sixth Form centre or the Library during study periods, as well as at home.

During independent study, Post-16 students must:

- 2 Complete regular Home Study tasks set and assessed by class teachers
- 3 Complete coursework tasks set and assessed towards qualification grades
- 4 Review lesson notes and learning to improve and consolidate understanding
- 5 Create revision resources from lesson notes each week throughout the course
- 6 Revise for class assessments, internal examinations and external examinations
- 7 Prepare for lessons by reviewing prior learning and pre-reading course materials
- 8 Extend learning with further reading, skills practice and self-directed projects

Post-16 students will be fully supported by their tutors and subject teachers. Tutors will help to organise students' independent study time and teach good study habits. Subject teachers will help to establish independent study routines for their subject. They will ensure that compulsory Home Study tasks are set and completed weekly. They will monitor students' independent study and report concerns. If a student fails to meet independent study expectations, they will receive a Cause for Concern referral to their tutor and the Director of Post-16.

Independent Learners

When students are set Home Study, they should record it themselves rather than simply relying on Insight. 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.

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 area.
- All tasks are appropriately recorded on Insight.
- All tasks are of the highest possible standard.
- Failure to complete Home Study is being appropriately sanctioned by teachers

Training is provided to ensure that all leaders are able to monitor and quality assure Home Study 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).