



Glengormley High School

Homework Policy

Rationale

The Homework Policy at Glengormley High School is to provide the structure and consistent approach across departments in promoting independent learning and study. The policy provides an overview of each department and what the expectations of their setting, routines and collation of homework is. Homework is set following the two-week cycle of the timetable and the ratio of contact time teachers have with students in their subject areas.

Aims

- 1) To promote autonomy amongst our learners

The ability to organise and study independently is not something that should be undervalued. Glengormley High School will provide sufficient homework that allows the learner to become self-sufficient in organising their schedule and time management.

- 2) Homework will be a strategy used to consolidate, demonstrate or be reflective of a student's learning.

Homework provides teachers with the insight into a student's retention, recalling and processing skills as it will assist in identifying gaps of misconceptions or high order thinking skills that are evident in the completion of homework.

Expectations

- All students will be provided with homework and will be encouraged to complete the homework study.
- Homework tasks will allow for the completion to take place across a number of days to avoid a student feeling overwhelmed and to allow for a student to seek further advice or guidance from their teacher if it is required.
- Students should meet the provided submission date as staff often plan their teaching around the outcomes of the set piece as it is evidence of understanding.

Feedback

Each department will have different approaches to feedback on the homework as it dependent on the task and what is being assessed. Departments have outlined below.

Feedback can be in one of the following ways:

- Written comment
- Verbal feedback
- Self-assessment in class
- Peer-Assessment

All 4 strands of feedback can help enhance a student's learning, from the teacher comment, written or verbal, to the ability of being taught how to review and edit their own work. The varied approaches to feedback can each be a significant area that aids progression and enriches the working memory. It is the teacher's

professional judgement on what form of feedback is deemed appropriate for the set task.

How can parents help?

Parents play a significant role in helping our students become the independent learners we strive for. The following, although logical, can be of benefit to the students and the teachers:

- Establish a routine for homework to be completed at times that suit your family
- Ask the children what homework they have and when it is due
- Ask to see samples of their homework when they have it completed (this encourages higher standards of presentation and work output)
- Don't be afraid to help your child if they need support
- Do get in touch with staff if you need advice/guidance or an extension for your son/daughter.
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Glengormley High School

Art and Design Homework Policy

Key Stage 3

Year 8 -Art homework will be given to pupils on Monday via google classroom (one per week). Homework must be completed and handed by the Sunday (set due date) before the new homework goes live on google classroom.

Simply take a photo of your homework and upload in to be graded with feedback.

Year 9 - Art homework will be pupils on Tuesday via google classroom (every other week/2-week timetable). Homework must be completed and handed by the set due date before the new homework goes live on google classroom.

Simply take a photo of your homework and upload in to be graded with feedback.

Year 10 - Art homework will be pupils on Wednesday via google classroom (every other week-2-week timetable). Homework must be completed and handed in by the set due date before the new homework goes live on google classroom.

Simply take a photo of your homework and upload in to be graded with feedback.

Pupils will not receive homework on school holidays/ midterms etc or before tracker exams to give them time to study at home.

- All homework's must have:
 - a) All drawings / diagrams to be completed in pencil
 - b) Presentation must be neat and tidy
 - c) Drawing work completed in homework booklet provided by the art department
 - d) ICT homework completed in an A4 format
 - e) Clear photo uploaded for teacher to mark

Assessment

- Homework is marked, graded and recorded with a written comment on google classroom. The teacher will also keep a record of the grades, along with grades given for ongoing artwork carried out in the class. The grades are used to give an end of term assessment grade.
- If a pupil forgets a homework, they will be given the opportunity to complete it at breaktime in school. If this is a repeated occurrence a letter will be sent home, detentions set with reference to the school policy set in place.

GCSE

- Year 11, 12 (GCSE) pupils receive one homework per week:
 1. This will take the form of a set of weekly targets and aims
 2. Pupils are expected to complete 3 hours' homework per week (30 minutes each night or 3 x 1 hour slots)
- Pupils have optional days to choose from to carrying out this homework at home or by staying after school for "Homework Club" on the day allocated by the teacher – Tuesday/Wednesday/Thursday. Pupils may stay more than one day per week and may also bring work home on top of the Homework Club.
- Parents must sign the homework policy/homework club agreement.
- Homework, targets and weekly aims will be recorded in the Art sketch book

Assessment

- A register is taken on completion of homework. Work is assessed on a weekly and monthly basis with written comments in a pupil assessment booklet. The teacher will also keep a record of these grades along with grades given for ongoing GCSE project work.
 - If a pupil is refusing to complete homework at home or during the homework club a detention homework is given. The Art teacher may wish to set this detention in "formal detention" or in the Art room. If this is a repeated occurrence a letter will be sent home, detentions set with reference to the school policy set in place.

A' Level

- Years 13 and 14 (A'Level) pupils will receive a fortnightly set of targets and aims. Pupils have an optional choice of carrying out this homework at home or by staying after school for "Homework Club" on the days allocated by the teacher(everyday). Pupils may also bring work home on top of the Homework Club.
- Homeworks, targets and aims will be recorded in the Art Sketchbook
- Homeworks consist of Drawing Work, research and written elements.
- Targets will be given in their personal tutorial with their teacher.

Assessment

- A register is taken on completion of homework. Work is assessed on a weekly and monthly basis with written comments in a pupil assessment booklet. The teacher will also keep a record of these grades along with grades given for ongoing A' Level project work.

If a pupil is refusing to complete homework at home or during the homework club a detention homework is given. The Art teacher may wish to set this detention in

“formal detention” or in the Art room. If this is a repeated occurrence a letter will be sent home, detentions set with reference to the school policy set in place. – if work does not progress a parent teacher meeting will be arranged to discuss the ongoing issue



Glengormley High School

Business Studies Homework Policy



Glengormley High School Business Studies Department – Homework Policy

The Purpose of Homework within the Department

The purpose of homework is to enhance student learning through the deepening of knowledge, improving achievement and developing students' study skills for the future and as such is an integral part of the business studies curriculum.

Homework within Business Studies enables students to:

- Consolidate and extend work covered in class and so deeply embeds knowledge
- Prepare for new learning activities
- Access resources not available in the classroom
- Develop research skills
- Have an opportunity for independent work
- Show progress and understanding
- Enhance their study skills eg planning, time management and self-discipline
- Take ownership and responsibility for their own learning
- Promotes enjoyment of learning for its own sake

Homework

GCSE Business and Communication Systems

Year 11

- As students are working towards a practical examination one written homework will be set each month to test the terminology being used in examination questions and the theory behind using the software. (Practical tasks cannot be set as not all students have access to the required software at home). If students do want to practise their practical skills, they can stay behind on a Tuesday or a Thursday.

Year 12

- Students will receive one written homework every two weeks in preparation for the theory examination. This homework will take the form of examination style questions.
- Teachers will record all homework grades in their planners.

- Students may also be asked to complete coursework tasks between lessons. Students will have the opportunity to do this at home or stay behind on a Tuesday and/or a Thursday.
- Where possible teachers will try to set coursework deadlines and written homework for alternate weeks.

Assessment

- A register is taken on completion of homework in the teacher's planner. Work is assessed regularly with written and verbal feedback provided and grades recorded.
- A behavioural incident will be recorded on SIMS for students refusing to complete homework or not meeting coursework deadlines. If this is happening on a regular basis, the teacher will contact home and arrange for the student to stay after school and get caught up. Intervention will also occur if students are submitting work that is below the required standard.

BTEC National Extended Certificate in Business

Year 13

- Students will receive a fortnightly set of targets to help individuals reach the respective deadlines, outlined in the Assessment Plan for Unit 1 (coursework). Targets will be set in line with unit assessment criteria.
- In preparation for the Unit 3 finance examination students will also receive a fortnightly written homework. This homework will take the form of examination style questions.
- Coursework deadlines and written homework will be set for alternate weeks.

Year 14

- Students will work on one unit at a time and will receive a weekly set of targets to help them reach the deadlines outlined in the Assessment Plan. Targets will be set in line with unit assessment criteria.

In addition to completing their coursework at home both year groups can also stay behind on a Tuesday or a Thursday.

Assessment

- A tracking sheet is kept by the teacher recording the on completion of specific criteria by individual students. Work is formally assessed at the end of a Learning Aim and grades awarded in line the assessment criteria. Oral feedback is given when individual targets are being discussed and set.

- A behavioural incident will be recorded on SIMS for students refusing to complete homework and therefore missing deadlines. If this is happening on a regular basis, the teacher will contact home and arrange for the student to stay after school and get caught up. Intervention will also occur if students are submitting work below the required standard.

Student's responsibility

- Students need to record the homework
- Students need to meet the homework deadline
- Problems with homework should be resolved before the deadline
- Students should take pride in their homework and do their best

Pupils will not receive formal homework tasks during school holidays or before tracker tests and examinations to give them time to study at home. A revision guide and material will be provided prior to such assessments.



Glengormley High School

English and Media Homework Policy

KS3

Years 8, 9 and 10

All students receive 8 lessons of English across a fortnightly timetable and homework will also reflect this two-week cycle. All homework will be placed on Google Classroom as a reminder of the homework and the date for submission.

Writing/Reading

All key stage 3 students will receive an extended piece of English homework once a fortnight. This homework will be coinciding with the skills being taught through the unit of work. This homework piece will allow the class teacher to gain an insight into the independent skills of the student as well as monitoring their recall ability.

The writing/reading homework will be marked and feedback provided to all students.

Literacy

All key stage 3 students will receive a literacy based activity once a fortnight. This homework will be on the alternative week to the extended piece of writing/reading. This should be on a specific literacy area differentiated for the class. This homework is often a revision piece of central skills to quality assure the usage and practice of these areas. The literacy based homeworks are skills needed in all subjects throughout the curriculum. The tasks will be set at teacher's discretion whether it be vocabulary, sentence structure, tense etc.

Independent Reading

The English Department will actively promote the need for students to read independently but this can only be monitored and enforced through parental supervision.

Speaking and Listening

From January 2022, the department will be introducing a speaking and listening project per half term. This is to be researched and collated at home over the half term period. A guidance sheet with a focus each week for the project will be provided. Speaking and Listening assessments take place at each tracking point.

Pupils will not receive written homework on school holidays, over midterms or before tracker exams to give them time to study at home (revision materials will be provided).

All homework's must have:

- All questions/areas of the homework completed
- Neat and tidy presentation
- Colour added when requested
- Clear photo uploaded to Google Classroom for teachers to mark or handed in to the teacher
- Success Criteria followed (when provided)

Assessment

- Homework will be marked by being awarded a level when required and/or a written comment. Comments will mainly follow a positive review of what has worked well and a target to support the development of the pupil.
- All tests completed and homework marks will be recorded by the teacher and used for assessment as required within the school reporting schedule.
- If a pupil forgets their homework, they will be given the opportunity to bring it to the teacher the next day. If three homework's are forgotten within a half term, the class teacher will make contact with home.

Note: Students can come and see their teacher at any point during the school day (with permission from other staff) to seek guidance or advice. Pupils may also discuss homework pieces via Google Classroom and the staff member will respond. However, please be considerate to out of hours comments being made and allow for a suitable time for the member of staff to respond. It is not expected for staff to reply after 6pm on weeknights or at weekends or during the holidays.

Key Stage 4

GCSE

- Years 11 and 12 pupils will be given one written or reading piece to complete each week. The homework will be linked closely to the KS4 curriculum and skills needed for GCSE. These will range from assessment preparation pieces, past paper questions and other learning activities based on what has been completed in the lesson.
- Pupils will be expected to keep up with their own revision notes throughout the year, especially when completing the exam units to develop independent learning.
- Homework will be placed on Google Classroom to give a reminder to the pupils of the deadline set.

Assessment

- Homework will be marked by being awarded a grade when required and/or a written comment. Comments will mainly follow a positive review of what has worked well and a target to support the development of the pupil.
- All marks awarded will be recorded by the teacher and will be used if needed when assessments are requested by the school or examining boards used throughout the department. Some assessments will be held by the teacher for evidence.
- If a pupil is failing to complete homework set for them or meet deadlines for set work contact home will be made by the class teacher and time after school will be offered to the pupil for them to catch up on what is missed.
- Reoccurring missed homework will be recorded and reported to the Head of Department if there is no improvement once contact with home has been made.

All homework's must have:

- All questions/areas of the homework completed
- Neat and tidy presentation

- Colour added when requested
- Clear photo uploaded to Google Classroom for teachers to mark or handed in to the teacher
- Success Criteria followed (when provided)

Note: Students can come and see their teacher at any point during the school day (within permission from other staff) to seek guidance or advice. Pupils may also discuss homework pieces via Google Classroom and the staff member will respond. However, please be considerate to out of hours comments being made and allow for a suitable time for the member of staff to respond. It is not expected for staff to reply after 6pm on weeknights or at weekends or during the holidays.

Key Stage 5

BTEC, AS and A2 Level

- Years 13 and 14 will be set the minimum of one extended homework piece, which usually takes 1-2 hours to complete.
- Pupils will be set tasks for weekly submissions from either unit. They will be supported with detailed feedback, both verbal and written to help develop their understanding further.
- Year 13 and 14 will concentrate on exam material from January to May. They will receive past paper questions for homework for practice, to help develop exam technique.
- All past paper questions will be marked using the mark scheme provided by WJEC to ensure accurate feedback is given to support the pupils. Revision notes should be on going throughout the course of the year for independent learning.
- Media Year 13, will be set research based tasks to embed their knowledge and understanding September-December. January-May will be exam based tasks and marked according to the exam board's guidance.
- Year 14 Media will be provided with two areas of coursework that will mostly be completed during homework time. This will be guided and deadlines will be set weekly with expected submission dates.
- Homework will be placed on Google Classroom to give a reminder to the pupils of the deadline set.

Assessment

- Homework will be assessed with a mark/grade given to every pupil. Written feedback will be given through a comment following what skills linked to the assessment objectives are being met with one target to encourage further development with the pupils.
- All marks awarded will be recorded by the teacher and will be used if needed when assessments are requested by the school or examining boards used throughout the department. Some assessments will be held by the teacher for evidence.
- If a pupil is failing to complete homework set for them or meet deadlines, contact home will be made by the class teacher and time will be allocated during independent study time for them to catch up on what is missed.
- Reoccurring missed homework will be recorded and reported to the Head of Department and Head of Year of the pupil.

All homework's must have:

- All questions/areas of the homework completed
- Neat and tidy presentation
- Colour added when requested
- Clear photo uploaded to Google Classroom for teachers to mark or handed in to the teacher
- Success Criteria followed (when provided)

Note: Students can come and see their teacher at any point during the school day (within permission from other staff) to seek guidance or advice. Pupils may also discuss homework pieces via Google Classroom and the staff member will respond. However, please be considerate to out of hours comments being made and allow for a suitable time for the member of staff to respond. It is not expected for staff to reply after 6pm on weeknights or at weekends or during the holidays.



Glengormley High School

French - Homework Policy

KS3

Pupils will be given one piece of homework per fortnight, usually alternating between a learning and a written homework. Written homework should be completed and handed in by the set due date. Pupils will be given a hard copy of the written homework which will also be posted via google classroom. Vocabulary will be included to help with homework. Pupils can choose whether to hand in the work on the hard copy or to submit via google classroom.

Homework is marked, graded and recorded with a written comment on google classroom or on hard copy. The teacher will also keep a record of the grades. Learning homework will be tested in class by means of a vocabulary test.

If a pupil forgets homework, they will be given the opportunity to complete it for the next day. Parents will be informed if pupils fail to submit homework on a regular basis.

Pupils will not receive homework on school holidays or before tracking tests or exams to give them time to study at home. Guidance materials will be provided through Google Classroom prior to any upcoming tests/exams.

GCSE

Pupils will receive one written and one learning homework per week. Written homework should be completed and handed in by the set due date. Pupils will be given a hard copy of the written homework which will also be posted via google classroom so that pupils who are absent can still complete work. Pupils will be expected to hand in the work on the hard copy.

Homework is marked, graded and recorded with a written comment. Individual verbal feedback will also be given as required. The teacher will keep a record of the grades. Learning homework will be tested in class by means of a grammar or vocab test.

If a pupil forgets homework, they will be given the opportunity to complete it for the next day. Parents will be informed if a pupil still fails to submit a piece of homework and pupils will be given the opportunity to complete this in detention with reference to the school policy.

Pupils will not receive homework before tracking tests or exams to give them time to study at home. Guidance materials will be provided through Google Classroom prior to any upcoming tests/exams. Pupils may be asked to complete some homework during school holidays.



Glengormley High School

Home Economics Homework Policy

KS3

Year 8

Home Economics Homework will be given to pupils determined by the day that they have Home Economics, this will be set for completion by the next lesson. Theory Homework can be determined by the Homework Booklet and when it links to the lesson taught in class that day. These are also scheduled in the Scheme of Work for the year group. Every practical will be given an evaluation homework to help develop the skills needed when moving into KS4.

Homework can either be handed in on Google Classroom or in class with the use of the Homework Booklet provided for the pupils.

Year 9

Home Economics Homework will be given to pupils determined by the day that they have Home Economics, this will be set for completion by the next lesson. Theory Homework can be determined by the Homework Booklet and when it links to the lesson taught in class that day. These are also scheduled in the Scheme of Work for the year group. Every practical will be given an evaluation homework to help develop the skills needed when moving into KS4.

Homework can either be handed in on Google Classroom or in class with the use of the Homework Booklet provided for the pupils.

Year 10

Home Economics Homework will be given to pupils determined by the day that they have Home Economics, this will be set for completion by the next lesson. Theory Homework can be determined by the Homework Booklet and when it links to the lesson taught in class that day. These are also scheduled in the Scheme of Work for the year group. Every practical will be given an evaluation homework to help develop the skills needed when moving into KS4.

Homework can either be handed in on Google Classroom or in class with the use of the Homework Booklet provided for the pupils.

Pupils will not receive written homework on school holidays, over midterms or before tracker exams to give them time to study at home.

All homework's must have:

- All questions/areas of the homework completed
- Neat and tidy presentation
- Colour added when requested
- Clear photo uploaded to Google Classroom for teachers to mark
- Success Criteria followed (when provided)

Assessment

- Homework will be marked by being awarded a score and/or a written comment. Comments will mainly follow 'What Went Well and Even Better If' to support the development of the pupil.
- All tests completed and homework marks will be recorded by the teacher and used for assessment as required within the school reporting schedule.

- If a pupil forgets their homework, they will be given the opportunity to bring it to the teacher the next day. If three homework's are forgotten within a term, the pupil must complete a detention to get caught up on all missing work.

GCSE

- Year 11 and 12 pupils will be given two written homework pieces per week. These will range from Coursework submission, Past Paper Question practice and other learning activities based on what has been completed in the lesson.
- Pupils will be expected to keep up their own revision notes throughout the year, especially when completing the exam units to develop independent learning.
- Homework will be placed on Google Classroom to give a reminder to the pupils of the deadline set.

Assessment

- Homework will be assessed with a mark given to every pupil. Written feedback will be given through a comment following 'What Went Well and Even Better If' to encourage further development with the pupils.
- All marks awarded will be recorded by the teacher and will be used if needed when assessments are requested by the school or examining boards used throughout the department. Some assessments will be held by the teacher for evidence.
- If a pupil is failing to complete homework set for them or meet deadlines for coursework contact home will be made by the class teacher and time after school will be offered to the pupil for them to catch up on what is missed.
- Reoccurring missed homework will be recorded and reported to the Head of Department and Head of Year of the pupil.

AS and A2 Level

- Years 13 and 14 pupils will spend September to February completing 2 units of coursework. This will involve them completing their own research and developing their knowledge around the topics being discussed.
- Pupils will be set tasks for weekly submissions from either unit. They will be supported with detailed feedback, both verbal and written to help develop their understanding further.
- Year 13 and 14 will concentrate on exam material from February to May. They will receive Past Paper Question for homework for practice, to help develop exam technique.
- All Past Paper Questions will be marked using the mark scheme provided by CCEA to ensure accurate feedback is given to support the pupils. Revision notes should be on going throughout the course of the year for independent learning.

Assessment

- Homework will be assessed with a mark given to every pupil. Written feedback will be given through a comment following 'What Went Well and Even Better If' to encourage further development with the pupils.
- All marks awarded will be recorded by the teacher and will be used if needed when assessments are requested by the school or examining boards used

throughout the department. Some assessments will be held by the teacher for evidence.

- If a pupil is failing to complete homework set for them or meet deadlines for coursework contact home will be made by the class teacher and time after school will be offered to the pupil for them to catch up on what is missed.
- Reoccurring missed homework will be recorded and reported to the Head of Department and Head of Year of the pupil.



Glengormley High School

ICT Dept - Homework Policy



KS3 Homework

Year 8 –ICT homework will be provided once every 2 weeks and will be due on a date agreed by the class teacher. Homework must be completed and handed in by the set due date.

All pupils will receive a year 8 ICT homework booklet containing all the homework. Homework will be completed in this booklet and it should be kept safe. A digital copy of the homework booklet will also be placed on google classroom so that pupils can complete the homework if they happen to be absent from school.

Year 9 –ICT homework will be provided once every 2 weeks and will be due on a date agreed by the class teacher. Homework must be completed and handed in by the set due date.

All pupils will receive a year 9 ICT homework booklet containing all the homework. Homework will be completed in this booklet and it should be kept safe. A digital copy of the homework booklet will also be placed on google classroom so that pupils can complete the homework if they happen to be absent from school.

Year 10 –ICT homework will be provided once every 2 weeks and will be due on a date agreed by the class teacher. Homework must be completed and handed in by the set due date.

All pupils will receive a year 10 ICT homework booklet containing all the homework. Homework will be completed in this booklet and it should be kept safe. A digital copy of the homework booklet will also be placed on google classroom so that pupils can complete the homework if they happen to be absent from school.

Pupils will not receive homework on school holidays/midterms etc or before Tracker Tests or Exams to give them time to study at home. Tracker/Exam guidance materials will be provided prior to any upcoming Tracking Tests/Exams.

Homework guidelines:

- All drawings/diagrams to be completed in pencil/ colouring pencils and presented to a high standard
- Presentation must be neat and tidy
- All work to be completed in the booklet provided
- Homework to be completed using Google Classroom if working from home

Assessment

- Homework is marked, and recorded with a written comment. The teacher will also keep a record of the results, along with results given for ongoing ICT based work carried out in the classroom environment.

- If a pupil forgets a homework, they will be given the opportunity to complete it for the next day. If this is a repeated occurrence we will contact home (intervention). Repeated no homework will also result in detention.

GCSE

Digital Technology - ICT homework will be provided once every 2 weeks and will be due on a date agreed by the class teacher. Homework must be completed and handed in by the set due date.

IT Users and Occupational Studies - These courses are completely practical in nature and use controlled assessment. Both courses are 100% coursework. Therefore, there is no homework for these courses.

Due to the amount of controlled assessment using the computers a computer room will be available every day for students who need to catch up. This must be availed of to ensure pupils do not fall behind

ICT staff will record all homework grades and progress.

Assessment

- Homework is marked, and recorded with a written comment. The teacher will also keep a record of the results, along with results given for ongoing ICT based work carried out in the classroom environment.
- If a pupil forgets a homework, they will be given the opportunity to complete it for the next day. If this is a repeated occurrence we will contact home (intervention). Repeated no homework will also result in detention.

The ICT teacher may wish to set this detention in the ICT classroom or as a more formal department detention. This is in accordance with the school policy.

A' Level

Years 13 and 14 (A-Level)

Unit 3 and 6 - Pupils will have continual homework in terms of finishing sections of coursework at home. Deadlines will be set and missed deadlines will be recorded.

Unit 1 – Homework will consist of past paper questions aligned to the written external examination.

Unit 2 - This unit is based around skills using Microsoft Access. Pupils are expected to practise their skills at home or in a computer room after school

Assessment

- All results will be recorded by the class teacher and feedback will be provided for coursework.

- If a pupil forgets a homework or misses a coursework deadline, they will be given another submission date. If this is a repeated occurrence we will contact home (intervention). Repeated no homework will also result in detention.

The ICT teacher may wish to set this detention in the ICT classroom or as a more formal department detention. This is in accordance with the school policy.



Glengormley High School

Maths Dept. Homework Policy

Junior School – Key Stage 3

Year 8/ Year 9/ Year 10 – one homework will be set on google classroom per week by individual class teachers. There will be a due date set with each homework. Each homework assignment will be set via teachermade and should be submitted by pupils online for marking and feedback. Individual class teachers will record a score and feedback on google classroom for each piece of homework.

Further homework may be given each week at the discretion of individual class teachers. This may take the form of finishing off class work or additional extension work in their class work books or on google classroom.

Pupils will not receive homework on school holidays/ midterms etc or before tracker exams to give them time to study at home.

Assessment

- All homework will be marked and recorded with a written comment on google classroom. The teacher will also keep a record of the scores, along with scores and grades for tracking tests carried out in the class throughout the year.
- If a pupil forgets a homework, they will be given the opportunity to complete it at break time or lunchtime in school with their Maths teacher. If this is a repeated occurrence, contact will be made with home, detentions set with reference to the school policy set in place.

GCSE

- **Year 11 & 12** pupils will receive one written homework per week:
 3. This will take the form of a set of work on a specific topic or past paper exam questions. Homework may also be set on google classroom via teachermade if applicable.
 4. Pupils are expected to complete 3 hours' homework/ independent revision per week (30 minutes each night or 3 x 1 hour slots).
- Revision guides have been provided for all Year 11 & 12 pupils by the department. These have notes and worked examples on every topic and module for the full GCSE specification. These A4 books should be kept at home to help with homework and revision.
- Workbooks have been provided for all Year 11 & 12 pupils by the department. These have questions and answers on every topic and module on the GCSE specification. These A4 books are to be used with the revision guides and can be used as extension work or for independent revision.

Assessment

- A register is taken on completion of homework. Marks are recorded on google classroom or a spreadsheet by individual class teachers. Feedback is given on each piece of written homework that is handed in for marking.
- If a pupil is refusing to complete homework at home, there will be an opportunity given to complete this at break or lunch time with individual class teachers. If this is a repeated occurrence contact will be made with home, detentions set with reference to the school policy set in place.



Glengormley High School

Music Department - Homework Policy

KS3

Year 8 – Music homework will be provided to pupils at the beginning of the week, via google classroom. Homework will be provided once a month.

Learning homework must be completed by the set due date ready for a classroom assessment activity. Written homework must be completed and submitted by the set due date. Written homework should be submitted as directed (handed in to class teacher, via a google classroom pro forma or a photo taken and uploaded onto google classroom). Assessment will be provided (usually a mark out of 20).

Year 9 – Music homework will be provided to pupils at the beginning of the week, via google classroom. Homework will be provided once a month.

Learning homework must be completed by the set due date ready for a classroom assessment activity. Written homework must be completed and submitted by the set due date. Written homework should be submitted as directed (handed in to class teacher, via a google classroom pro forma or a photo taken and uploaded onto google classroom). Assessment will be provided (usually a mark out of 20).

Year 10 – Music homework will be provided to pupils at the beginning of the week, via google classroom. Homework will be provided once a month.

Learning homework must be completed by the set due date ready for a classroom assessment activity. Written homework must be completed and submitted by the set due date. Written homework should be submitted as directed (handed in to class teacher, via a google classroom pro forma or a photo taken and uploaded onto google classroom). Assessment will be provided (usually a mark out of 20).

Pupils will not receive homework on school holidays/midterms etc Homework may include Tracker/Exam guidance materials through Google Classroom prior to any upcoming Tracking Tests/Exams.

Homework must have:

- Neat and tidy presentation.
- Music notation completed in pencil and presented to a high standard.
- Clear photo/scanned files when uploaded for the teacher to assess/provide feedback

Hard copies of homework tasks can be provided on request.

Assessment

- Homework is marked, graded and recorded. The teacher will keep a record of the grades, along with grades given for ongoing Music activities carried out in the

classroom environment. The grades are used to give an end of term assessment grade.

- If a pupil forgets a written homework, they will be given a second opportunity to complete it. If this is a repeated occurrence an email/letter will be sent home (intervention) and detentions set in line with the school policy.

GCSE

- Year 11 and 12 (GCSE) pupils receive one homework per week.
- Pupils have optional days to choose from to carrying out this homework at home or by staying after school through negotiation with their Music teacher. Pupils may stay more than one day per week and may also bring work home.
- Parents should keep a check on the level of pupil homework provided and how it is completed, in a timely manner, by their son/daughter.
- Music staff will record all homework grades and progress.

Assessment

- A register is taken on completion of homework. Work is assessed regularly with written and verbal feedback provided. The teacher will also keep a record of these grades along with grades given for ongoing GCSE class work.
- If a pupil is refusing to complete homework at home or during the after school sessions, detention will be given. If this is a repeated occurrence an email/letter will be sent home (intervention) and detentions set in line with the school policy.



Glengormley High School

Religious Education Homework Policy

Key Stage 3

Year 8 –Pupils will receive two homeworks a month, one will be a learning homework and the other will be a written homework. They will be given in class and placed on google classroom. Pupils can hand in a hard copy of their written homework and this will be marked by the class teacher with feedback. Learning homework will be assessed in class.

Year 9 - Pupils will receive two homework's a month, one will be a learning homework and the other will be a written homework. They will be given in class and placed on google classroom. Pupils can hand in a hard copy of their written homework and this will be marked by the class teacher with feedback. Learning homework will be assessed in class.

Year 10 – In Year 10 pupils are preparing for their OCN. Pupils will receive one research homework a month to help them complete classwork. This will be set on google classroom. Pupils can bring all research to class.

Pupils will not receive homework on school holidays/ midterms etc or before tracker exams to give them time to study at home.

All homework's must have:

1. The pupils name and class on the homework
2. Be completed neatly to the pupil's best ability.

Assessment

- Homework is marked, graded and recorded with a written comment. The teacher will also keep a record of the grades. The grades are used to give an end of term assessment grade.
- If a pupil forgets a homework, they will be given the opportunity to complete it at break time in school. If this is a repeated occurrence a letter will be sent home, detentions set with reference to the school policy set in place.

Senior School

Pupils in Year 11 and 12 are working on their OCN. All work is completed in class. Pupils will be set research tasks to help complete this work in school. Research tasks will be set on google classroom. Pupils can then bring all research to school to help them complete any classwork.



Glengormley High School

Science Department - Homework Policy

HOMEWORK POLICY

1. INTRODUCTION

This homework policy is designed to augment the learning and achievement of pupils within the Science department.

The advice detailed below takes account of both formal and informal homework.

Formal homework is of the kind which is formally issued, marked and recorded.

Informal homework is of the kind where the pupil may be asked to revise, complete an exercise started in class or annotate class notes.

2. HOMEWORK MATERIALS

Both formal and informal homework can be provided in a variety of forms, including:

- ◆ Past paper questions
- ◆ Textbook
- ◆ Investigations
- ◆ Revision
- ◆ Internet research
- ◆ Numeracy task
- ◆ Literacy task
- ◆ ICT accreditation task

3. FREQUENCY

Homework should be issued on a weekly basis where results should be recorded by the class teacher in their planner or on a spreadsheet.

It is reasonable to request the following:

Key stage 3 Approximately 30 minutes science homework per week.(excluding revision)

Key stage 4 Approximately 45 minutes -1 hour per Science subject per week (excluding revision)

Key stage 5 Approximately 2-2½ hours per Science subject per week (excluding revision)

It is an ongoing target of the Science Department to raise the profile of homework in Science through regular, meaningful and challenging homework.

The following measures have been introduced from August 2021 to help raise the profile of homework with our KS3, 4 & 5 pupils

- The word “homework” be specifically mentioned at the start of every science lesson (for example, to set a piece of homework, collect it in, review a homework exercise or even simply to remind pupils about an exercise that is due in the near future).
- Pupils are asked to place student planners on their desk at the start of every science lesson.

- Pupils receive at least two homework exercises per week in science consisting of one substantial exercise and one or two shorter exercises as appropriate (for example to conduct a piece of science research relevant to the next lesson).
- Pupils get into a habit of entering science homework into their student planners during almost every lesson (at least two out of every three lessons).

4. MONITORING

Formal marks should be recorded weekly in their record of marks by the class teacher.

Principal teachers will also monitor homework by sampling both homework and student planners to ensure clarity and a uniform approach. Homework (resources, policies, issues) will be discussed and minuted at departmental meetings.

5. MARKING INSTRUCTIONS

Given the well published benefits of peer assessment and peer marking it should be noted that this method of marking may be appropriate for the assessment of some homework exercises. In the case of peer assessment, it is appropriate that the class teacher should then verify the peer marking and record the appropriate result.

6. FEEDBACK

Feedback is defined as the process of providing a structured response, with information about work in terms of strengths and aspects for improvement. Feedback can be written or oral. However, the aim is to bridge the gap between present performance and desired goal, and is instrumental in moving towards next steps in learning. Feedback will only be effective in moving learning forward if it provides constructive advice and learners are allowed the opportunity to read it and act on it.

There are many documented benefits on the benefits of feedback. The leadership for learning team are currently exploring different strategies for providing feedback to pupils and encouraging teachers to share good practise in strategies appropriate to their subject area.

Further information and ideas can be found on the Journey to Excellence website:

<http://www.ltscotland.org.uk/journeytoexcellence/index.asp>

The following two video clips may be useful:

<http://www.ltscotland.org.uk/video/f/feedbackonlearningdylanwiliam.asp?strReferringChannel=journeytoexcellence>

<http://www.ltscotland.org.uk/video/m/motivationaldriversalanmclean.asp?strReferringChannel=journeytoexcellence>



Glengormley High School

Social Studies Homework Policy

Key Stage 3:

Year 8 / 9 /10

- Two homework's will be set over the 3 periods (two-week timetable).
- One of these homework's will be informal (research based or recap activities) and the second homework will be more formalised.
- The formal homework should take at least 20 minutes to complete and focus on either, literacy, numeracy or ICT skills.
- Set topic homework's will be discussed in subject areas and added to the curriculum road maps 2022-23.
- Homework tasks will be set at the teacher's discretion and placed on Google Classroom for all pupils.
- The homework's can either be completed on google classroom or in their exercise books.
- Homework's should be marked and returned in a timely fashion and marks put on google classroom or recorded in their exercise books.
- Feedback to be given generally with each homework task – verbal or written.
- Formal feedback given based on the Departments feedback policy.
- The teacher will also keep a record of the grades, along with grades given for ongoing work/tasks carried out in the class. These marks and grades will be used to inform parental consultations, reports and tracking.
- If a pupil forgets a homework, they will be given the opportunity to complete it again and the 'missed homework' must be recorded on SIMS. If it is not brought in the pupil must complete a break time DT in school with their class teacher. If this is a repeated occurrence the HoD should be notified and will sanction further.

Pupils will not receive homework on school holidays/ midterms etc or before tracker exams to give them time to study at home.

GCSE

- Pupils will be given homework when appropriate according to the needs of the class and the teacher's discretion. Depending on the timetabling of the GCSE lessons **AT LEAST** TWO FORMAL homework's should be set over the two-week timetable.
- Homework tasks will be set more frequently than those set at KS3.
- The homework should take between 20-30 minutes. Teachers should define timings for pupils when they are completing past paper style questions/papers.
- Teachers can set the homework on google classroom or set it as a hard copy format to be completed in the pupil's exercise books.
- The department did make note of how 'placing/posting' the homework on google classroom (regardless of how it is to be handed in as it will show on the pupils calendar of work. This is useful for parents and guardians who are also added into the google classrooms.
- Each homework should be assessed and feedback given in a timely manner. Grades should be noted on google classroom and on the pupil's work.
- The teacher will also keep a record of these grades along with grades given for ongoing GCSE project work.
- If a pupil is not completing homework's set the class teacher should inform both parent/guardian and HoD. If this continues HoD should intervene and contact home.

Pupils will receive revision based homework to complete over school holidays, this may also include past examination papers.

As/A2/BTEC

- Pupils will be given homework when appropriate according to the needs of the class and the teacher's discretion. Depending on the timetabling of the GCSE lessons **AT LEAST** TWO FORMAL homework's should be set over the two-week timetable.
- Homework tasks will be set more frequently than those set at KS3.
- The homework should take between 20-30 minutes. Teachers should define timings for pupils when they are completing past paper style questions/papers.

- Teachers can set the homework on google classroom or set it as a hard copy format to be completed in the pupil's exercise books.
- The department did make note of how 'placing/posting' the homework on google classroom (regardless of how it is to be handed in as it will show on the pupils calendar of work. This is useful for parents and guardians who are also added into the google classrooms.
- Each homework should be assessed and feedback given in a timely manner. Grades should be noted on google classroom and on the pupil's work.
- The teacher will also keep a record of these grades along with grades given for ongoing GCSE project work.
- If a pupil is not completing homework's set the class teacher should inform both parent/guardian and HoD. If this continues HoD should intervene and contact home.
- If this is a repeated occurrence a letter will be sent home, detentions set with reference to the school policy set in place. – if work does not progress a parent teacher meeting will be arranged to discuss the ongoing issue.

Pupils will receive revision based homework to complete over school holidays, this may also include past examination papers.

N.B: Homework will be discussed at each departmental meeting. In between these meetings staff should make HoD aware of any arising issues



Glengormley High School

Technology & Design Dept - Homework Policy

KS3

Year 8 –T&D homework will be provided to pupils at the beginning of each week, to be completed over the two-week cycle via google classroom (homework will overlap as there will be homework added at the beginning of each week). Homework must be completed and handed in by the set due date.

Simply take a photo of your homework and upload it. The T&D teacher(s) will provide assessment (usually a mark from 10) along with feedback.

HoD – Mr D Jackson will add digital copies of each of the three work books used each school year as reference materials for pupils and parents/carers so that pupils can work through various elements/tasks set here if they happen to be absent from school and have missed some specific classwork activities.

Year 9 - T&D homework will be provided to pupils at the beginning of each week, to be completed over the two-week cycle via google classroom (homework will overlap as there will be homework added at the beginning of each week). Homework must be completed and handed in by the set due date.

Simply take a photo of your homework and upload it. The T&D teacher(s) will provide assessment (usually a mark from 10) along with feedback.

HoD – Mr D Jackson will add digital copies of each of the three work books used each school year as reference materials for pupils and parents/carers so that pupils can work through various elements/tasks set here if they happen to be absent from school and have missed some specific classwork activities.

Year 10 - T&D homework will be provided to pupils at the beginning of each week, to be completed over the two-week cycle via google classroom (homework will overlap as there will be homework added at the beginning of each week). Homework must be completed and handed in by the set due date.

Simply take a photo of your homework and upload it. The T&D teacher(s) will provide assessment (usually a mark from 10) along with feedback.

HoD – Mr D Jackson will add digital copies of each of the three work books used each school year as reference materials for pupils and parents/carers so that pupils can work through various elements/tasks set here if they happen to be absent from school and have missed some specific classwork activities.

Pupils will not receive homework on school holidays/midterms etc or before Tracker Tests or Exams to give them time to study at home. Tracker/Exam guidance materials will be provided through Google Classroom prior to any upcoming Tracking Tests/Exams.

- All homework's must have:

- All drawings/diagrams to be completed in pencil and drawings rendered/presented to a high standard
- Presentation must be neat and tidy
- All work completed on the task sheets provided (designed for each set task) or blank paper to be used if pupils do not have access to a printer from home. All homework task sheets can be provided by the T&D teacher on request.
- ICT related homework completed in an A4 format
- Clear photo/scanned file to be uploaded for the teacher to assess/provide feedback

Assessment

- Homework is marked, graded and recorded with a written comment on google classroom. The teacher will also keep a record of the grades, along with grades given for ongoing T&D based work carried out in the classroom environment. The grades are used to give an end of term assessment grade.
- If a pupil forgets a homework, they will be given the opportunity to complete it at breaktime in school. If this is a repeated occurrence a letter will be sent home (intervention), detentions set with reference to the school policy set in place.

GCSE

- Year 11, 12 (GCSE) pupils receive one homework per week:
- Pupils have optional days to choose from to carrying out this homework at home or by staying after school through negotiation with their T&D teacher. Pupils may stay more than one day per week and may also bring work home.
- Parents should keep a check on the level of pupil homework being provided by their teacher(s) and how it is being completed, in a timely manner, by their son/daughter.
- T&D staff will record all homework grades and progress in their planners.

Assessment

- A register is taken on completion of homework (teacher planner). Work is assessed regularly with written and verbal feedback provided. The teacher will also keep a record of these grades along with grades given for ongoing GCSE project work.

- If a pupil is refusing to complete homework at home or during the after school sessions, detention will be given. The T&D teacher may wish to set this detention in “formal detention” or in the T&D classroom. If this is a repeated occurrence a letter will be sent home (intervention), detentions set with reference to the school policy set in place.

A' Level

- Years 13 and 14 (A'Level) pupils will receive a fortnightly set of targets and aims. Pupils have an optional choice of carrying out this homework at home or by staying after school on the days allocated by the teacher (everyday). Pupils may also bring work home for completion.
- Homework's/Coursework, targets and aims will be recorded by the T&D teacher(s)
- Homework's consist of Coursework based material (NEA) and theoretical materials aligned to the written external examination.
- Targets will be given during specific classes and in their personal tutorial with their teacher.

Assessment

- A register is taken on completion of homework/coursework. Work is assessed on a weekly and monthly basis with written comments. The teacher will also keep a record of these grades along with grades given for ongoing A' Level personal project based work.
- If a pupil is refusing to complete homework at home or during the set afterschool sessions, then intervention will take place by contacting parents/carers. A detention will be required and missed work completed during this time. If work does not progress at a satisfactory time frame, a parent teacher meeting will be arranged to discuss the ongoing issue.