

Knox Academy Home Learning Policy February 2022 (revised)



Rationale

This policy statement has been produced to provide a coherent framework which all staff, pupils and parents/carers should use to develop a consistent and effective approach to home learning.

In the senior school home learning is seen as one of the principal ways in which pupil attainment and achievement can be raised.

The benefits of home learning should be developed at an early age in all pupils, so that independent home study becomes routine.

The aim of this policy document is therefore to:

- Enable pupils to understand that independent learning is vital to achieving success
- Instil in all pupils the importance of life-long learning
- Provide support for pupils in planning & organising time
- Promote a responsibility for learning within each pupil
- To ensure home learning activities are stimulating and challenging and effectively supported through high quality learning and teaching in the classroom.
- To provide expectations for home learning for all departments and support proportionate and purposeful home learning activities.
- To offer a link to remote learning/support materials for the purpose of revision and also for longer term absences



Home Learning in the Broad General Education (BGE)

Expectations and Responsibilities of our Learners

- Pupils should recognise the value of home learning in supporting their classroom learning and progression, making time to complete homework to the highest standard possible.
- Pupils should expect and seek out support when needed to complete home learning tasks to the highest standard they can and if necessary seek help before the due date.
- Practise and build on what you have learned in School, using your Learning Conversation Targets and/or Feedback from work/ tests to plan your Home Learning.
- Make sure they are aware of all deadlines for homework, tests and assignments using GoogleClassroom to allow them to effectively manage their time.

Expectations and Responsibilities of the School and Staff

- Staff should create home learning tasks which link to and support classroom learning at appropriate points in the term (this may be weekly, monthly or termly according to the frequency of class contact time). The minimum expectation is one piece of homework per subject, per term. Subjects who see pupils regularly within a week are likely to issue more. Terms run August – October, October to Christmas, Christmas to Easter and Easter to summer.
- All teaching staff should communicate tasks and deadlines clearly to both pupils and parents, using GoogleClassroom.
- Staff will provide appropriate materials and online resources to complete home learning.
- Staff will ensure support is available for pupils who need space, time or further advice to complete home learning tasks.
- Feedback should be delivered promptly, either to individuals, groups or the whole class to aid progression and develop an understanding of next steps.
- Any concerns raised through home learning should be discussed with the appropriate CL, Guidance teacher and/or Parent/ Carer.

Expectations and Responsibilities of Parents and Carers

- Create an environment which supports time management, a quiet space and provide appropriate resources.
- Regularly review progress with conversations about school work and feedback from class teachers, reminding and prompting their youngster when appropriate.
- Engage with various website documents including the “Parent Zone” which includes details of how they can support their young person, and logging on to GoogleClassroom with their young person to have an overview of the classwork and homework tasks as appropriate.
- Contact the school to seek further support or advice if needed.



Home Learning in the Senior Phase

Expectations of our Learners

- Pupils should recognise the value of home learning in supporting their classroom learning and progression, making time to complete homework to the highest standard possible.
- Pupils should expect and seek out support when needed to complete home learning tasks to the highest standard they can and if necessary seek help before the due date.
- Practise and build on what you have learned in School, using your Learning Conversation Targets and/or Feedback from work/ tests to plan your Home Learning.
- Make sure they are aware of all deadlines for homework, tests and assignments using GoogleClassroom to allow them to effectively manage their time.
- As pupils enter the Senior Phase, you should take greater responsibility for learning at Home including preparation for examinations or revision of classwork.

Expectations of the School and Staff

- Staff should create home learning tasks which link to and support classroom learning at appropriate points in the term, these will generally support the completion of assignments or help our young people prepare for exams. For national qualification classes home learning tasks should be issued at least twice per term, per subject area. Terms run August – October, October to Christmas, Christmas to Easter and Easter to summer.
- Staff should take extra care not to overburden pupils with excessive home learning tasks, particularly prior to exams
- All teaching staff should communicate tasks and deadlines clearly to both pupils and parents, using GoogleClassroom.
- Staff will provide appropriate materials and online resources to complete home learning.
- Staff will ensure support is available for pupils who need space, time or further advice to complete home learning tasks.
- Feedback should be delivered promptly, either to individuals, groups or the whole class to aid progression.
- Any concerns raised through home learning should be discussed with the appropriate PTC, Guidance teacher and/or Parent/ Carer.

Expectations of Parents and Carers

- Create an environment which supports time management, a quiet space and provide appropriate resources.
- Regularly review progress with conversations about school work and feedback from class teachers, in particular following assessments.
- Engage with various website documents including the “Parent Zone” which includes details of how they can support their young person, and logging on to GoogleClassroom with their young person to have an overview of the classwork and homework tasks as appropriate.



- Contact the school to seek further support or advice if needed.
- Engage with the school and their youngster to support them when their regular tracking reports show a concern.

Non Completion of Homework

Pupils will not be punished for failing to complete homework tasks. They will be given space, time and support to complete tasks where necessary, to support home learning. Non completion of homework will be shared with parents through our tracking reports. If pupils are regularly not completing home learning tasks, parents will be informed by the Curriculum Leader for the faculty via letter, phone call or text.

How can parents/carers keep track of home learning tasks?

Google Classroom: Guardian Summary

Guardian summaries enables Parents/Carers to receive e-mail updates about:

Missing work—Work not turned in when the summary was sent.

Upcoming work—Work that's due today and tomorrow (for daily emails) or that's due in the upcoming week (for weekly emails).

Class activities—Announcements, assignments, and questions recently posted by teachers.

As a parent/carer you will be able to control the frequency of these updates or decide to opt-out of receiving them at a later date.

Setting up Guardian Summaries

To setup Guardian Summaries use the link: knox.is/guardiansummary which requires your young person to log in via Edubuzz. This must be done by **each young person** in your household for whom you wish to receive e-mail updates.

We will use the main contact email we have on record but there will be an option in the form to add a second email address. It is therefore essential that our pupil record is accurate so please contact the school office if you wish to make any changes to your stored information.

Please also note that, due to GDPR regulations, your young person may choose to opt out of sharing information with you and if they decline permission we will not be able to set up the summaries for you.



Types of Home Learning Tasks

The following homework tasks are specific examples to certain subject areas. Learners will be advised by their class teacher regarding which tasks should be completed.

Set Tasks

These are pieces of work set by class teacher with a specific deadline. Success criteria and deadlines will be shared with the learners and parents.

BGE	BGE in S3	Senior Phase
Personal Reading (English) Research projects Finishing class work Worksheets Homework booklets Research and presentation of a news article Extended pieces of writing Posters Cartoon strips Quiz	Personal Reading (English) Research projects Finishing class work Worksheets Short response questions Essays Extended pieces of writing Quiz Creating flashcards	Personal Reading (English) Past paper questions Essays Assignment research and coursework completion Writing up/completing notes

General Revision

This is to support the ongoing consolidation of class work. Recommendations of resources will be given by class teacher however it is the learners' responsibility to access them. This work should be linked to the learners' targets identified during the formal learning conversation.

BGE	BGE in S3	Senior Phase
Vocabulary revision Revision for unit assessments *Attendance at homework clubs	Revision for unit assessments *Attendance at homework clubs	Revision for assessments Attendance at revision sessions/support classes Timed exam practice

Personal Progression and Enrichment

These tasks foster an ongoing personal commitment to skills for lifelong learning.

BGE	BGE in S3	Senior Phase
Personal reading Watch the news Participation in extracurricular clubs (music, sports etc)	Personal reading Reading newspapers Participation in extra-curricular clubs (music, Sport, youth organisations)	Personal reading Reading newspapers Volunteering, work experience, Youth Awards



Remote Learning

[E-Sgoil](#)

[West OS](#)

[National E-Learning offer - Broad General Education\(S1-S3\)](#) and [Senior Phase \(S4-S6\)](#)

All pupils can now access recorded video lessons on [West OS](#) using their [Glow login](#) to support their learning and revision at home! There are lots of quality assured video lessons available for all our pupils across a range of subjects. Pupils will find this a great resource to support their learning and revision on Glow. *If you do not have your Glow Login details please email the [School Office](#) to request these from our Admin Team).*

The [SQA](#) provide recent past papers and assignments on their website alongside marking schemes.

SQA [Understanding Standards](#) provides a wide range of subject-specific materials that explain the national standards required in SQA assessments.

Work is also provided in subject Google Classrooms.

Twitter Accounts: [Education Scotland](#) | [eSgoil](#) | [Glow](#) | [Scholar](#) | [SQA](#) | [West OS](#)



Article 28:
High quality education.

Article 29:
To have goals and achieve to
the highest level.