

Furze Platt Senior School



Homework, Marking and Assessment Policy

Learning Together – the Furze Platt Senior School Homework, Marking and Assessment Policy

Homework

Homework, or home learning, is an **integral** part of learning at Furze Platt. Each department has a departmental Homework, Marking and Assessment policy which informs **how often** homework is set. Teachers should ensure that homework is clearly **set, explained and recorded**. Deadlines should be made clear and the details of the homework recorded on teachers' home pages on First Class.

Teachers should set homework that will best **assist the learning** of their class. Homework should have clear **learning objectives**. Examples include:

- Consolidation, reinforcement and extension of work done in the lesson;
- Research and questioning activities to prepare for the next lesson;
- Reading activities to prepare for the next lesson, and to develop learners' literacy further;
- Practice activities to prepare for tests, examinations or practical work;
- Independent learning activities.

Teachers should **check** and **acknowledge** that homework has been completed on the day it is due in. Where written homework has been set, teachers should **mark** this in accordance with the guidelines below.

How much homework?

In general, all subjects will set homework each week. There may be exceptions for some practical subjects. The combined amount of homework set each day will be approximately as follows:

Year	Time (minutes)
7	40-60
8	40-60
9	60-90
10	60-90
11	60-120

Departments are required to make explicit their homework requirements in their departmental Homework, Marking and Assessment policy.

How should homework be set?

- Teachers will explain the homework during the lesson.
- Learners will write the homework in their diaries.
- Teachers will give the details of the homework on their home pages for all classes from years 7-13.
- Clear deadlines for the completion of homework will be given.

Marking and Feedback

Clear, consistent and regular marking is an essential part of the learning process. **The importance of marking cannot be overestimated.** Departmental Homework, Marking and Assessment policies explain clearly the frequency with which books and files should be marked. Different pieces of work require different levels of marking and feedback:

1. **Acknowledgement:** A simple acknowledgement of work completed, with a short statement of praise or constructive criticism;
2. **Feedback:** Constructive feedback focusing on how the learner can improve their work using the criteria set. The following structure for teacher comments should be used:
 - Positive Comments
 - Constructive Criticism
 - Target(s) for Improvement
 - Overall Level or Grade where appropriate (see below);
3. **Grading and awarding marks and levels.** Grades, marks and levels should **only** be given where work has been set according to National Curriculum or Awarding Body standards – usually as part of a formal assessment.

During the marking process, teachers should **annotate** learners' work. The following annotation should be used, in addition to any departmental annotation:

√	This is correct
√√	This is very good
X	This is not correct
Circle around work	Error
SP / <u>Underline</u>	Spelling error
C	Capital letters not correctly used
P	Punctuation is incorrect
//	A new paragraph is needed
^	A word or letters are missed out
EXP	Rewrite this section to improve the expression
T	Tense of the verb needs changing
?	Meaning unclear
EG?	An example, supporting information or quote is needed

Learners should be given **time** to read through, reflect upon, and where appropriate act upon the feedback given after their work is marked.

Every teacher has a responsibility to **promote the literacy** of learners. The level of annotation should be such to encourage learners to improve their work. Teachers should use their professional judgement in deciding which mistakes a learner is making are recurring and significant, and focus on rectifying those errors.

Homework and Marking Reviews

Heads of Department will conduct Homework and Marking reviews a minimum of twice a year. During this time, members of each department will consider each others' books or files, and the Head of Department will compile a short written report. This will consist of comments on whether teachers have:

- a) Followed the school's Homework Policy
- b) Followed the school's Marking and Feedback policy

Time will be set aside in the calendar for this. For 2010-2011 these marking and homework reviews will take place during the Departmental meetings of Wednesday 10 November and Wednesday 18 May.

Homework and Marking Sampling

Following the Head of Department reviews, the books and files of a sample of learners will be reviewed by members of the Senior Leadership Team. This will enable senior staff to evaluate the extent to which staff have followed the School's and the Department's Homework, Marking and Assessment policy. This will also enable senior staff to evaluate the accuracy of the Head of Department reviews.