

# The Bicester School

## Homework and Marking Policy

***Date adopted by the Governors:*** \_\_\_\_\_

***Date for review:*** \_\_\_\_\_

***Signed: Head of Establishment:*** \_\_\_\_\_

***Signed: Chair of Governors:*** \_\_\_\_\_

## The Bicester School Homework & Marking Policy

### Classwork Marking:

Students' books must be marked. This does not mean that every piece of classwork is marked in accord with homework guidance but in line with the minimum expectation below:

1. Books should be checked once a fortnight (2-week cycle) and signed and dated by the class teacher.
2. Any obvious issue of poor presentation of work should be addressed.
3. Any issues that relate to literacy matters such as spelling, poor vocabulary, poor paragraphing or other incorrect work should be referenced by the teacher. A guide is below:

<b>G</b>	<i>Grammatical error. Have you missed out a word? Are the words in the right order?</i>
<b>sp</b>	<i>Spelling error</i>
<b>p</b>	<i>Punctuation error</i>
<b>lc</b>	<i>You should have used lower case (small letters) not a capital.</i>
<b>cap</b>	<i>You should have used a capital letter</i>
<b>//</b>	<i>Begin a new paragraph here</i>
<b>/</b>	<i>Begin a new line here</i>
<b>?</b>	<i>Something does not make sense or it is unreadable</i>

### Homework:

1. Homework tasks should be set in accord with the published homework timetable and the requirements below per Key Stage. All homework must be recorded on the '[showmyhomework](#)' website.

<b>Key Stage 3</b>	<p><b>Core:</b> 1-1½ hours per subject per fortnight or 45 mins per week. A minimum of two pieces of homework should be teacher-marked per half-term, with the rest peer-marked or self-marked in class.</p> <p><b>Non-Core:</b> 30-45 minutes per subject per fortnight. A minimum of one homework should be teacher-marked per half-term .</p>
<b>Key Stage 4</b>	<p><b>Core:</b> 1½-2 hours per subject per fortnight. A minimum of two pieces of homework should be teacher-marked per half-term</p> <p><b>Non-Core:</b> 1-1½ hours per subject per fortnight. A minimum of two pieces of homework should be teacher-marked per half-term .</p>
<b>Key Stage 5</b>	<p>Students in Years 12 and 13 are expected to devote approximately four hours per week outside lessons to each subject. Students are encouraged in addition, to read as widely as possible around their chosen subjects to broaden their knowledge. A minimum of three pieces of homework should be teacher-marked per half-term.</p>

2. Timings above are for guidance purposes only. Students work at different rates and so the timings provided are designed to indicate approximate average times students might be expected to take to complete a task.
3. The instructions for each homework should be posted on 'Showmyhomework' and, where possible, a copy of the homework should be accessible on that site.

### **Homework Marking:**

4. Students must always receive feedback for homework which are not one of the designated 'teacher-marked' homework in a given period. Marking of these homework might be via one or more of the following:
  - a. Self-marking
  - b. Peer-marking
  - c. Assessment of a follow-on activity in class
  - d. Utilising some form of 'High impact/Low effort' marking strategy by the teacher
5. Each piece of designated 'teacher-marked' homework should be formally marked and returned to students promptly, usually within 7-10 working days. Feedback will be provided to students via the 'TEA(m) marking format. Students must be given time in lessons to respond to the teacher's comments for TEA(m)-marked homework and must also be given opportunity to implement the 'Improvement' recommendations. Post-16 students *only* may give their 'Response' verbally during a subsequent lesson. TEA(m) marked homework must also adhere to the whole school literacy policy.

### **Class Based Assessment**

6. In September, each student will be issued with an academic target for every subject. These targets will be based on a mixture of national expectations in relation to student progress and the actual rates of progress made by equivalent students across the country.
7. There should be a summative assessment of students' work made at least once each full term. These assessments must generate evidence of progress towards students' target levels/grades. This information will be stored centrally and will inform the grade/level reported to parents via the next CAP report issued for the relevant year group.

### **Book Monitoring and Quality Assurance:**

8. Teachers must ensure that they have a complete set of academic targets for each of their classes, and are always aware of their more able and pupil premium cohort. All homework and assessment marks must be recorded. Where possible, assessment marks should be stored in the departmental shared area to allow for collective access by the departmental team.
9. There is a system of monitoring via lesson observations, book sampling, review of 'Showmyhomework' records etc to ensure consistency in this area.