

**INDEPENDENT STUDY POLICY**

<b>Role</b>	<i>Designated Teacher for Independent Study</i>	<i>Deputy Designated Teacher</i>
<b>Name</b>	<i>Heather Whitmore</i>	
<b>Contact via</b>	<i>Head Teachers office Main school office Tel 0208-304-8311</i>	<i>Head Teacher's office Main school office Tel 0208-304-8311</i>

*Our 'Named Governor' with special responsibility for Independent Study is : Mr S Hailles*

Policy Reviewed & Approved by Governors:

Date: \_\_\_\_\_ January 2016 \_\_\_\_\_

Signed by Headteacher: \_\_\_\_\_

Signed on behalf of the  
Governors Staffing Committee: \_\_\_\_\_

Date of next review \_\_\_\_\_ January 2019 \_\_\_\_\_

## **Introduction**

Independent study (or homework) is seen as an integral part of the learning process. It is set throughout the school in accordance with a homework timetable which is fixed at the beginning of the academic year. The amount of work set increases as the student moves through the School and parents are notified of precise details by the Learning Manager or via the School website.

Each student has a planner to help their personal organisation and this planner is monitored by parents and house tutors on a weekly basis at Key Stages 3 & 4, and as required at Key Stage 5. Students are expected to record all independent study work set (including noting 'none set' where applicable) in their planners.

### **1. The purpose of independent study**

The broad purposes of independent study are to:

- Encourage pupils to develop the skills needed for independent learning
- Encourage ownership and responsibility for learning
- Consolidate, reinforce and extend the skills, knowledge and understanding developed in the classroom
- Allow practice and consolidation of work done in class
- Allow preparation for future classwork
- Provide opportunities for individual work
- Provide opportunities for parental co-operation and support

### **2. The setting and marking of independent study work**

Independent study work is set for each student throughout the School in accordance with homework timetables which are issued at the beginning of each academic year for Years 7-11. There is no set timetable for the Sixth Form, but each department has guidelines in place on the appropriate frequency and nature of subject-specific work to be set.

- Independent study work must be planned as an integral part of the lesson
- Independent study work must be realistic, purposeful and varied
- Independent study work should be written down accurately by students in their planners, with clear deadlines for completion
- Independent study work must be completed by students to the deadlines set
- Independent study work must be marked according to the School's Assessment and Marking Policy
- Independent study work should be displayed in the classroom

### **3. Responsibilities**

Students should:

- Expect to receive independent study work on the allocated day according to the published homework timetable
- Check and complete independent study work set in their absence
- Always record independent study work accurately in their planners
- Complete independent study work on the day on which it is set where possible
- Ensure independent study work is handed to the teacher on or before the deadline set
- See the teacher before the lesson that the work is due to offer an explanation if independent study work is not completed in time

- Expect to receive and respond to feedback on independent study work and a sanction if the work is not handed in on time or is completed to an unsatisfactory standard

Teachers should:

- Set independent study work according to the published homework timetable
- Set appropriate tasks that can be finished within the allocated time and that are matched to the abilities of the students to ensure challenge
- Inform students that if they are unable to complete work set in the allotted time then they should get their parent/carer to sign the work to acknowledge that they have spent the allotted time working
- Use a variety of strategies so that independent study tasks are varied in type and enable students to draw on a wide variety of resources that are available outside of school
- Plan independent study as an integral part of their schemes of learning and an integral part of the lesson
- Set independent study with sufficient time to explain and to ensure students fully understand what is expected and that students record the work in their planners
- Try to include an element of choice to appeal to a range of learning styles and abilities where appropriate
- Specify the resources required for the task and make these available to students
- Ensure students receive feedback on their independent study work and that students act on that feedback
- Expect to receive independent study work completed to a high standard and handed in on time
- Apply sanctions, recording them in the student planner, if work is not handed in by the set deadline
- Ensure that if work is not completed then it is signed by the parent or carer

Teachers should not:

- Routinely set independent study tasks that involve finishing work which should have been completed in class

#### 4. The allocation of independent study

The allocation of independent study at **Key Stage 3** is as follows:

##### Year 7

English	1 x 30 minutes
Science	2 x 20 minutes
Mathematics	1 x 30 minutes
1 <sup>st</sup> Language	1 x 30 minutes
2 <sup>nd</sup> Language	1 x 30 minutes
History	1 x 30 minutes
Geography	1 x 30 minutes
RS	1 x 30 minutes
Design	1 x 30 minutes (per fortnight)
Food/textiles	1 x 45 minutes (per fortnight)
Computing	1 x 30 minutes (per fortnight)
Music	1 x 30 minutes (per fortnight)
Art	1 x 30 minutes (per fortnight)
Drama	1 x 30 minutes (per fortnight)

Total = 6 hours week per week (approx.)

## Year 8

English	1 x 30 minutes
Science	2 x 30 minutes
Mathematics	1 x 30 minutes
1 <sup>st</sup> Language	1 x 30 minutes
2 <sup>nd</sup> Language	1 x 30 minutes
History	1 x 30 minutes
Geography	1 x 30 minutes
RS	1 x 30 minutes
Design	1 x 30 minutes
Food/textiles	1 x 30 minutes
Computing	1 x 30 minutes
Art	1 x 30 minutes
Music	1 x 30 minutes
Drama	1 x 30 minutes (per fortnight)

Total = 7 hours 15 minutes per week

## Year 9

English	1 x 45 minutes
Science	3 x 30 minutes
Mathematics	1 x 45 minutes
1 <sup>st</sup> Language	1 x 30 minutes
2 <sup>nd</sup> Language	1 x 30 minutes
History	1 x 45 minutes
Geography	1 x 30 minutes
RS	1 x 30 minutes
Design	1 x 30 minutes
Food/textiles	1 x 30 minutes
Computing	1 x 30 minutes
Art	1 x 30 minutes
Music	1 x 30 minutes
ICT	1 x 30 minutes
Drama	1 x 30 minutes (per fortnight)

Total = 9 hours per week

The allocation of independent study at **Key Stage 4** is as follows:

Mathematics	2 x 45 minutes
English	1 x 60 minutes
Science	3 x 60 minutes
Language option	2 x 45 minutes
RS	2 x 30 minutes
Option subjects	1 x 60 minutes

Total = 11 hours per week

In addition to the regular independent study tasks in KS4, at certain times of the year, students will also be required to undertake work beyond the classroom which is directly related to their examinations (eg coursework, Controlled Assessments, revision etc). For both Year 10 and Year 11, the setting of independent study, other than revision, may be suspended by departments during the examination periods.

In **Key Stage 5**, students in the Lower Sixth are expected to undertake at least 5 hours of work beyond the class for each AS subject per week, some of which will be set by their teachers. In the Upper Sixth students are expected to undertake at least 6 hours of work beyond class for each A2 subject per week, some of which will be set by their teachers. In addition to their private study, at certain times of the year, students will also be required to undertake work which is directly related to their examinations (eg coursework, revision etc).

## **5. Independent study support**

Most students will complete their independent study work at home. Parents are therefore in a position to offer vital support and encouragement in this area. Parents can provide this support and encouragement by:-

- Promoting the importance of homework
- Providing a suitable quiet space in which their daughter/son can work
- Talking with their daughter/son about their homework and the standards they are achieving
- Checking deadlines and helping their daughter/son manage their time successfully so that these deadlines are met
- Praising for completion of high quality work

The ways in which parents can support and encourage pupils in the area of homework will be outlined in:-

- The Home-School Agreement
- The Parents' Expectation Evenings
- Contact between parents and subject teachers/pastoral staff
- Discussions at Parents' Evenings

A homework club allows pupils to use the School's library and ICT facilities until 5.00pm each evening.

## **6. Procedures when pupils fail to complete independent study tasks**

Problems relating to individuals and their independent study should be dealt with in the first instance by the subject teacher. If necessary the matter should be referred to the relevant Curriculum or Cluster Leader.

## **7. Monitoring and Evaluation**

Independent study is marked regularly by subject teachers in accordance with departmental policy. Curriculum Leaders are responsible for monitoring the quality, quantity, frequency and variety of independent study set in their subject area as part of the Quality Assurance of Teaching & Learning Policy.

The student planners are checked and signed by parents and house tutors every week. Assistant Learning Managers also check planners every half-term.