



ST. JOSEPH'S
CATHOLIC COLLEGE

Homework and Marking Policy 2014

MISSION STATEMENT

Our Catholic College seeks to be a community in which all are valued, where the life and the relationships of the College are permeated by Gospel values and in which the individual is seen as unique, with infinite potential for growth towards wholeness. The College, in active partnership with home, parish and the wider community, endeavours to prepare all its members for a future in which they will be able to make a positive contribution and take up the challenge of their faith.

Marking and Homework Policy

Marking and Assessment

“The most important role of teaching is to raise pupils’ achievement. Therefore, inspectors consider the planning and implementation of learning activities across the whole of the school’s curriculum, together with marking, assessment and feedback. Inspectors also evaluate activities both within and outside the classroom, such as support and intervention strategies, and the impact that teaching has in promoting the pupils’ spiritual, moral, social and cultural development.” OFSTED 2012

Rationale:

Feedback to students is a vital part of their education as it enables them to evaluate their strengths and know what areas require improvement and the teacher needs to plan lessons that help students improve using the knowledge gained from prior attainment and assessment of student work.

Aims:

To use marking and assessment to support students learning and progress by giving feedback on what students have done well, the standards they have achieved and what they need to do to make progress.

To support students to become independent learners and to encourage lifelong learning through well planned and inspired homework tasks.

Marking:

Whilst each subject area will have their own particular requirements as outlined in their subject handbook, there are some common principles and practice all departments and teachers should follow:

Common principles:

- Timing: Students work should be marked/checked according to each department’s policy but a minimum of once a month. Each time a piece of work is marked it should be signed and dated.
- Written Feedback: It should accentuate the positive and include a How To Improve (HTI) comment with an action for the student to respond to. This must be meaningful to students.
- Oral feedback: It should encourage students giving clear directions on areas they are doing well and what they need to do to make progress.
- Recording: Teachers should record every time students work is marked with a relevant mark indicating effort and attainment as appropriate.
- Accuracy: Books should be marked for accuracy using the Whole College LAC assessment key.
- Have you checked student responses that are written in green pen

Role of the support staff

- To provide instant feedback during lessons.
- To be proactively involved in the lesson supporting students by giving feedback and HTI comments either verbally or written.

Role of the Associate Leaders:

- Department handbooks should have clear marking and assessment guidelines
- Work Scrutiny’s should happen at least once a term with a particular focus as determined by the Associate Leader
 - Aims of work scrutiny are to check
 - The effectiveness of the marking
 - The accuracy of the marking

- The frequency of the marking
- The usefulness to the student of the marking
- The quality of the feedback given

Marking Checklist:

- Have you checked for accuracy including literacy and numeracy using the whole college assessment key (LAC)?
- Have you written a HTI comment that is explicit to support progress?
- Have you commented on what has been done well?
- Have you signed and dated your comments?

Homework/Independent Study

Rationale

Independent learning is defined “as any work or activities which students are asked to complete outside lesson time”.

Regular independent learning is important to ensure our students have the opportunities to practise and extend learning undertaken at College.

Purpose

All work of this nature will have a clear aim and objective.

The purpose of an independent learning task may include;

- To develop the skills for independent learning i.e. research, summary notes.
- To consolidate, broaden and reinforce the skills, knowledge and understanding developed in the lesson.
- To enable students to meet the demands of exam based coursework.
- To facilitate revision programme.
- To redraft and respond to teachers’ feedback.

Homework Tasks

Core tasks:

- These tasks must be completed by all students as they form an integral part of the scheme of work. These might include assessed pieces of work, i.e. Exam based coursework, end of unit assignments.
- These will be marked by staff with relevant HTI targets.
- Successful completion of core tasks will be rewarded as outlined in the Behaviour Policy. Similarly core task not completed will result in departmental sanctions.

Extension Tasks:

- These tasks are optional but will consolidate and reinforce student understanding, prepare students for future lessons, etc.
- These will be checked by staff with relevant written or verbal feedback given depending on the nature of the task.
- Completion of extension tasks will result in commendations, house points and praise postcards depending on the quality and nature of the task.

Departmental Principles

- Homework tasks both Core and Extension should be clearly identified in schemes of work and clearly available to students via Moodle.
- All tasks should have a clear aim or objective
- Tasks should be set during rather than towards the end of lessons
- Homework tasks should be recorded in student planners with clear deadlines for completion (allow enough time for these to be recorded ensuring the task is clearly displayed and explained)

- Students should be encouraged to manage their work load; to support this; students are given more than 24 hours to complete a task. Homework clubs are also available for invited students
- Departmental Handbooks should have a clear homework section which outlines the frequency of the tasks, the nature of the task and the rewards and sanctions in place.
- Associate Leaders are expected to monitor the setting and checking of homework tasks to ensure they are in line with departmental and College policy.

Student Principles

- The College provides a range of facilities to support the students in order for them to complete their independent study tasks. This includes a staffed library with ICT facilities open after College till 5pm and ICT facilities which are available both before and after college in resources areas.
- Homework clubs are run after college to which students are invited
- All homework tasks must be recorded in the student planner and this planner should be checked by parents/ carers once a week.
- Students should allow enough time to complete the task set and to check it once it is complete.
- Students should, where possible, complete the task on the day it is set to avoid a heavy workload on particular nights.
- To take opportunities to extend their knowledge beyond the lesson.
- Student should respond to the HTI comments in green pen to encourage dialogic marking

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