

## APPENDIX 3: Home Learning Procedure

### What is Home Learning?

“Home Learning” is any work or activity which pupils are asked to do outside lesson time, either on their own or with parents or carers. It is an essential part of the learning process and we place a strong emphasis on it at Trinity Academy. Teaching staff are required to set and assess appropriate home learning on a regular basis. All pupils across the age and ability range are expected to complete home learning tasks. Parents/carers are encouraged to take an active role in the process.

### Principles

Trinity Academy believes that home learning plays an important part in pupils’ learning because:

- It encourages pupils to develop the skills, confidence and motivation to study effectively on their own – this is vital given the importance of lifelong learning and adaptability.
- It encourages good time management.
- It allows practice of knowledge and skills learned in the classroom.
- It extends academy learning, permitting more rapid progress to be made in the academy.
- It makes use of outside interests and resources.
- It may involve parents/carers and other adults in the pupils’ work, improve home-academy and community-academy links.

### Guidelines to staff

*Home Learning should be:*

- Of quality rather than quantity.
- Integrated into the curriculum scheme of work.
- Set regularly in line with the Academy home learning timetable and with reasonable deadlines.
- Assessed within a reasonable timescale and returned to pupils with relevant help and guidance.
- Followed up if not completed.
- Set for pupils with long-term absence or who are excluded.

*Home Learning tasks should:*

- Be varied and purposeful and not regularly used simply for ‘finishing off’ work begun in class.
- Be differentiated, where necessary, so that they are achievable by all pupils.
- Be set well in advance of the end of the lesson, or at the start of the lesson, to ensure that there is sufficient time for clear explanation and recording.
- Positively encourage the support and involvement of parents/carers.

*Home Learning tasks could include:*

Investigations	Interviews	Essay writing
Research	Reading	Drafting
Visits e.g. public library	Watching a TV programme	Report writing
Simple experiments	Listening	Using ICT
Projects	Memorising	Improving music skills
Designing/making	Revision	Drawing

## Frequency

In First, Second and Third Forms, the pattern of home learning is set by a Home Learning Timetable which accommodates, as far as possible, the needs of all subjects, prevents too much or too little home learning being set, and allows pupils to predict their future workload and plan for it. In forms Four, Five and Six home learning will be determined by the requirements of external examinations at the appropriate time.