

Mission Statement

In Christ We Grow – As a learning community we live out our Mission Statement striving for excellence through caring, sharing and achieving.

Rationale

Personal Study is considered to be a necessary element in the educational experience of all students at Our Lady Queen of Peace. Personal Study (Homework) provides additional opportunities for students to enjoy and achieve and to develop knowledge, skills and understanding.

Personal Study is expected in line with Teachers' Standards, particularly within Standard 4 – *'set homework and plan other out of class activities to consolidate and extend the knowledge and understanding pupils have acquired'*.

Every student is given Personal Study to complete regularly across the school year (see Regularity of Personal Study). Personal Study is designed to supplement the school based learning experiences. It is planned as an integral part of the curriculum to enhance the quality of learning. Work set should offer appropriate differentiation. At KS4, students should supplement their teacher assigned personal study with independent revision and research.

Personal study must be appropriate, relevant and meaningful and therefore, contribute to learning and progress. Personal study can be part of an extended learning project and therefore can be set for the half term. Student progress during this time should be recorded by the teacher. Personal study must be identified in work books or in a separate Personal Study folder and receive meaningful feedback. (See school Marking Policy). Personal Study should be integral to a unit of work with the aim of developing independence in learning and higher order thinking and learning skills.

Personal study should:

- nurture enthusiasm for the subject
- strengthen the partnership between home and school
- cultivate independent learning and revision skills

- provide the opportunity for the student to assume responsibility for organising the completion of nominated tasks to a required standard
- reinforce and extend the range and depth of work done in lessons
- allow students opportunities to demonstrate their knowledge and understanding
- help students develop good independent study habits
- allow students to use a variety of approaches to study
- support students in reviewing and revisiting key concepts over time

Personal Study Support

The LRC provides an excellent venue for Personal Study for all students, before school, during lunch times and after school. In addition to offering students access to a wide range of learning resources, including ICT facilities, staff make themselves available to assist and support students in their studies.

Regularity of Personal Study

In order to focus on **quality** personal study tasks there is no set requirement of the amount of personal study that should be set per week; departments are given the autonomy to determine the nature, amount and frequency of Personal Study relevant to their subject in order to meet the standards set out in the Teacher Standards. Teachers should concentrate on providing variety, differentiated tasks, engaging activities and stretch and challenge as well as review and revisit exercises to embed retention and aid recall on linear examination courses. **'Regular'** refers to the need for Personal Study tasks to be seen in workbooks/folders regularly and frequently across each school term.

Class Charts provide a means of communication about personal study tasks to students as well as parents. All Personal Study should be recorded in Class Charts to ensure that students have access to a description of the task, guidance for its completion and a clearly defined deadline.

Personal study is marked in accordance with the school's Marking Policy and there must be a clear focus on literacy skills. Subject Leaders decide the method for collection of completed extended personal study tasks.

Responsibility for Personal Study Completion

Subject staff are responsible for ensuring that students regularly engage in Personal Study and Subject Leaders have overall responsibility for monitoring the standards of the work produced in their subject areas at regular intervals.

- 1 Subject staff must ensure that details of Personal Study are provided in Class Charts.
- 2 Standards should be agreed within each department and tasks should be appropriate to the ability of the students. Work must be presented in line with our Presentation Policy - especially headings, titles, dates, diagrams, correction of spellings, punctuation, if appropriate. Completed work should be marked, a diagnostic comment added where it is appropriate to do so and returned without delay.
- 3 Students who complete tasks and adhere to assignment deadlines will be rewarded with additional POOL points provided through Class Charts. Students who consistently fail to complete Personal Study will be subject to additional sanctions which may include lunchtime or after school Repair & Resolve meetings, to be determined by the subject teacher. This should be recorded in Class Charts so that a) parents are aware of the issue and b) it is recorded in the child's conduct record. Persistent problems will be reported to the Subject Leaders for action and the appropriate Form Tutor should also be notified to establish whether the problem is part of a pattern. It may be necessary to involve the Learning Manager and parents if the problems are unable to be resolved by the Subject Leader.

Personal Study Monitoring

Students' personal study is monitored by:

- Subject Leaders work scrutiny
- SLT Departmental monitoring
- Learning Manager checks
- Class Charts reports

Personal study and Assessment

Subject teachers should provide an evaluation of the Attitude to Learning demonstrated by students at each of the three assessment points; the criteria for selecting the appropriate ATL rating will include the adequate and timely completion of Personal Study.

This policy should be read in conjunction with the school's:

- Assessment, Recording and Reporting Policy

- Teaching to Support Learning Policy
- Marking Policy
- Literacy Policy
- Numeracy Policy

June 2004

Reviewed July 2006

Revised July 2007

Updated July 2009

Updated January 2012

Updated July 2013

Updated July 2014

Reviewed July 2015

Revised June 2018

Revised October 2019