# Homework Policy

## WHAT?

At Moat Farm junior School, we use Microsoft Teams ("Teams") as a platform to set homework as well as deliver a planned and well sequenced online curriculum that children can access from home should there be a need for remote learning, for example when there are school closures and snow days. Teams allows pupils, teachers, and staff to seamlessly work together, set homework, create high quality content, plan and deliver daily interactive lessons, set daily assignments, provide effective and timely feedback, assess children and share resources all from one platform. Microsoft Teams allows our teachers (in the event of closures) to plan a programme that is of equivalent length to the core teaching pupils would receive at our school, including daily contact with their teachers. Teams can be accessed in many ways, for example, laptops, tablets; and there is also an app that staff, pupils and parents can download to use.

## HOW?

Pupils should:

- Use their school emails to access their homework on Teams and seek support from their class teachers. Children who do not follow the guidelines set in this Policy will have their account temporarily disabled and parents will be contacted.
- Weekly homework is set every Thursday and children will have five days to submit it back to their class teachers.
- Follow the Moat Farm Junior School values at all times when online.
- Follow our school's E-Safety policy at all times.

## UPLOADING HOMEWORK

Every Thursday, teachers will set the following subjects for homework: arithmetic, grammar and spelling. In addition, children must take one book home to read a week (teachers and parents must record the child's reading on their Reading Record Book) and access Times Tables Rockstars to practise their times tables

### Worksheets

Wherever possible, uploaded homework must be kept as straight forward as possible for the pupils and their parents to access.

- Lesson worksheets must be set on one page (a separate worksheet must be set for SEND pupils).
- Website links relevant to the lesson must be typed on to the lesson worksheet.
- Answer boxes/sections must be clearly provided for pupils to write the answers on. Work will not be marked if pupils' answers are not submitted in the boxes/areas provided or if the answers are submitted through a photograph of their work.

### Recordings

Teachers may choose to record themselves modelling an activity for the children to watch before they complete the homework set. Teachers should try to find a quiet or private room or area to record. When making a recording, teachers must:

- Sit against a neutral background.
- Dress like they would for school.
- Double check that any other tabs they have open in their browser would be appropriate for a child to see, if they're sharing their screen.
- Use professional language.

## MARKING HOMEWORK

### Teachers

Class teachers are responsible for setting and marking the homework for their class. Support staff can support marking homework

When giving feedback:

- There is no requirement to tick or highlight correct/incorrect answers, simply praise children if all of the work is correct. If there are errors, pick one error to give feedback on and encourage the children to have another go and re-submit the work.
- If submitted work does not follow the instructions above (not written in answer boxes, submitted through a photograph, etc) teachers must feedback to the children explaining that the work will be marked once they have submitted it as requested.
- Homework submitted by the children after the deadline set by teachers will not be marked.
- As parents/carers and children can now see staff's comments and posts on Teams, it is important that email picture settings only contain a school photo of the staff member or no image at all (initials only).

### Support Staff

The feedback required from support staff differs from the expectations of marking from teachers. Support staff will be asked to mark work by providing encouragement and praise to the children who have completed their work correctly or mostly correctly.

When giving feedback:

- There is no requirement to tick or highlight correct/incorrect answers, simply praise children if all or most of the work is correct.
- If a child has made a lot of errors, do not mark/return the work, teachers will provide a more detailed feedback to those children.
- As parents/carers and children can now see staff's comments and posts on Teams, it is important that email picture settings only contain a school photo of the staff member or no image at all (initials only).

## Communicating with Parents, Carers and Pupils

It is important for our teachers, support staff and pupils to maintain professional practice as specified in the Code of Conduct. When communicating online with parents and pupils, staff should:

- Communicate within school hours as much as possible (or hours agreed with the school to suit the needs of staff).
- Communicate through the school channels approved by the senior leadership team (Teams Only).
- Use school devices over personal devices wherever possible (Teams app on staff's personal phones is permitted).
- Teachers and support staff should not share personal information.
- If a child is able to video call, voice call or send a message on Teams chat to a member of staff, decline/ignore and report this to a member of SLT.

### Bullying or Abuse Online

Parents should report any bullying or abuse that occurred online directly to teachers through Teams, or parents and carers can report directly by calling the school.

### Reporting Concerns

It is essential to have and communicate clear reporting routes so that children, teachers, parents and carers can raise any safeguarding concerns. Staff, parents and carers should report concerns as normal, following our Safeguarding Policy procedures.

A. Scotney – September 2022

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