



Home Study Guidance

Home study at Highcliffe School is relevant, meaningful and reasonable in length. It extends the studies undertaken in school and provides students with valuable life-skills, experience in self-discipline and individual responsibility. Almost always, quality is more important than quantity. Home study is not an extra, it is an integral part of all courses at all levels.

Purposes of home study

- Allowing practice and consolidation of classwork
- Providing opportunities for individual work
- Training for students in planning and organising time
- Developing good habits and self-discipline
- Creating channels for home/school dialogue

Types of home study

There are various types of work which a student may be asked to undertake:

- Revision/preparation for an examination
- Written exercises
- Project work – part of longer term assignments
- Reading – continuing a book started at school or purely reading for pleasure
- Research – gathering information
- Completing work started in class

When should home study be done?

At whatever time suits the individual but it is certainly advantageous to establish a routine. Some pointers for management include:

- Use the home study timetable to plan the work to be done each evening
- Commit yourself to do home study most nights, allowing some time for other activities
- Avoid leaving everything to the last minute

Where is it best to study?

Individuals have their preferences but, in general, the following conditions are thought best:

- On a flat surface, preferably a table or desk
- In a well-lit area
- Away from distractions such as television, computer, mobile phone

How much Home Study should be done?

KEY STAGE 3 (YEARS 7/8): Each home study should take a minimum of 30 minutes to complete.

KEY STAGE 4 (YEARS 9/10/11): Each home study should take a minimum of 45 minutes to complete.

KEY STAGE 5 (YEARS 12/13): Students should expect to spend one hour, per subject, per evening.

How do you know what is set and when?

Parents:

- MyHighcliffe on the school website
- The home study timetable

- The school organiser in which the home study is written and which they are asked to sign on a weekly basis

Students:

- Will receive a copy of the home study timetable
- Can find information from MyHighcliffe on the school website
- Will write each home study set in their school organiser and the date that it is due in
- Will hand their home study in on time
- Will remind their parents to read and sign their school organiser

What parents can do to help:

The most important thing parents can do is simply to take an interest in their son/daughter's work. Apart from trying to provide the correct time and place for home study to be completed, you could:

- Ask what home study has to be done, check the school website and/or your son/daughter's organiser
- Contact the school as soon as problems arise
- **Above all, please offer encouragement at all times!**

What the school can do to help:

The Learning Support team runs a home study clinic before school each day from 8am and every lunchtime in LS1. An after school home study clinic also runs Monday to Thursday from 3.05pm to 4.05pm in the School Learning Resource Centre. There is always someone there to assist students and it is open to all.

At Highcliffe School we are constantly striving to find new and innovative ways of supporting our students. With this in mind, to assist our Year 7, 8, 9 and 10 students with their home study 'MyHelp' has been put into place.

When accessing their home study via MyHighcliffe, Year 7, 8, 9 and 10 students are now able to click on an icon – a question mark – and type a message stating the difficulty they are encountering. This message is then sent to an administrator who offers guidance or seeks support on behalf of the student from the appropriate curriculum area. Advice is then given via email to assist the student with their home study.

Failure to hand in home study:

The School expects home study to be completed and handed in on time. This gives students valuable experience of meeting deadlines and facilitates staff with marking. If home study is not handed in, appropriate action is taken. This may include:

- A demerit will be issued
- Discussion between student and subject teacher, Tutor, Head of Achievement
- Communication home via the school organiser/MyHighcliffe/texting service
- Detention at lunchtime or after school
- A Home Study Support Card being issued

This policy should be read in conjunction with the school's Behaviour for Learning Policy, Reward's Policy and Safeguarding Policy and Procedures (including Child Protection). All our practice and activities must be consistent and in line with the Safeguarding Policy and Procedures noted above. Any deviations from these policies and procedures should be brought to the attention of the Headteacher so that the matter can be addressed.