



**SHENFIELD
HIGH SCHOOL**

Marking, Feedback and Homework Policy

September 2016

School Staff were consulted on this document and it was accepted by the standards & performance committee on :	13th October 2016
It was ratified by the Governing Body on :	8 December 2016

1 Marking, and feedback to students about their work

1.1 Aim

Our aim is to ensure that all students make progress in their learning. To support progress, students will be given feedback about the work they do and the contribution they make in class. This will happen in various ways depending on the type of work being done.

1.2 Means of giving feedback.

The ways feedback may be given includes the following:

- verbal feedback in class about a contribution to a class task or discussion
- verbal feedback about a piece of written work that is being completed in class
- going through an assessment, piece of work or homework task with the whole class or a group of students to identify where common errors have been made
- work is marked with advice given on what has been done well and what needs to be improved
- work may be ticked or a teacher may initial a piece of work to acknowledge that it has been seen.

1.3 Purpose of marking and feedback

The purpose of marking and feedback is to support the student's progress. It is expected that students will act on the feedback given, in whatever form. This is the student's responsibility and staff must ensure that students take on that responsibility.

There may be some occasions where work is completed by students in order to practise a particular concept or skill. On these occasions the benefit to the student's learning will be that the work has been completed rather than through getting specific feedback.

1.4 Departmental systems and accountability.

Departments have particular ways of giving feedback because of subject-specific requirements or departmental systems. Staff must ensure that they are familiar with and meet the department's expectations in their practice. Full details of departmental expectations in terms of marking and feedback will be in departmental documentation and in the appendix to this policy. It is the responsibility of Team Leaders to monitor the way staff give feedback and to ensure that it meets departmental expectations and is effective.

2 Homework

2.1 Aim

The aim of homework is set to support the learning and progress of students, and to get all students into good study habits.

2.2 Homework expectations

Departmental Handbook and Schemes of Work set out homework expectations and can also be found in the appendix to this policy. Homework will either be pre-set as part of the scheme

of work, or determined by the teacher to support particular learning requirements. The important thing is that it is set as per departmental expectations, acknowledged and/or assessed, with feedback given as appropriate. Homework may also be given to prepare for work or an assessment to take place in class. In these cases, the demonstration that homework has been completed satisfactorily will be in the quality of the work subsequently completed in class or the results of an assessment.

It is the responsibility of Team Leaders to monitor the homework set in the department and to ensure that it meets departmental expectations and is effective

2.3 Guidance and support for students

Students are given the following guidance about the amount of homework to expect:

Y7 1 hour per night

Y8 1 to 1.5 hours per night

Y9 1.5 to 2 hours per night

KS4 as per course requirements

KS5 as per course requirements

Homework set is recorded on Go4Schools.

Departmental weebly websites also contain homework and independent learning activities and can be found at: www.shenfieldlearning.com

The Library is open from 8.00am, every break and lunchtime and until 4:00pm Monday to Thursday for the completion of homework. The Student Leadership Team also provides a Homework Support Club.

Appendix – Departmental arrangements for marking, feedback and homework

Art Homework

Key Stage 3

Students are expected to complete one assessment task per half term, allowing them approx. six weeks to complete.

Each assessment task will be project based and linked directly to the scheme of work studied in class. Homework assessments will represent 20% of the students' overall grade in art. It is important, therefore, that each piece is completed to their best ability. They are expected to spend a minimum of three hours on each assessment piece.

Students have independent learning activities available on the Weebly website to help support them with each assessment. Although these activities are not assessed it is advised that students complete them to gain a greater knowledge and understanding.

Key Stage 4

Students are expected to continue to work on their art portfolios at home. Each portfolio is worth approx. 75% of their overall grade in art, therefore completion of this at home is essential. This should take at least one and a half hours per week.

Students will be set weekly tasks based on the AQA coursework assessment objectives which will be linked directly to their work in class. Each weekly task will be monitored by the classroom teacher and assessed on a four week cycle at the end of the completion of each assessment objective. Homework is assessed alongside classwork in order to give a more accurate level of a body of work.

The Art Department is open every evening from 3.00pm – 4.00pm to help support students with the completion of these tasks. Lunchtime sessions are also available daily.

Key Stage 5

Students are expected to continue to work on their art portfolios at home or during their free periods. Each portfolio is worth approximately 75% of their overall grade in art, therefore completion of tasks are essential. Students should spend at least four hours per week completing their portfolio tasks. There is a designated art studio available from 8.30am – 5.00pm Mon – Fri in order for students to complete work in school.

Students will be set weekly tasks based of the AQA coursework assessment objectives which will be linked directly to their work in class. Each weekly task will be monitored by the classroom teacher and assessed on a four week cycle at the end of the completion of each assessment objective. Homework is assessed alongside classwork in order to give a more accurate level of a body of work.

The Art Department is open every evening from 3.00pm – 5.00pm to help support students with the completion of these tasks. Lunchtime sessions are also available daily.

Business & Economics Marking and Feedback

GCSE Business Studies

- Theory book ticked to ensure notes are completed, with positive comment and or target regarding the individuals learning each term.
- Business assessments completed in assessment class book for the subject content documented in the specification building on the range and style of questions that occur in the final exam. Students will then be provided with feedback on the skill they need to improve upon.
- ILA across the half term, ticked with positive comment on students approach to independent learning.
- Using the school's exams timetable for guidance, students to attempt whole paper mocks with systematic feedback presented to classes through presentations on assessment criteria on different questions using appropriate materials to communicate exam board expectations.

Key Stage 4 BTEC Business Studies

- Students complete practice tasks with summative feedback and "dry run" tasks which provide feedback on how to improve prior to CA.
- Teachers to have ensured research folders have been completed to appropriate standard to complete CA.
- During CA general verbal feedback and support is allowed.
- Following CA, assessment record completed, detailing the criteria achieved and that not achieved, with explanations as to why and date assessment feedback given to student. Feedback must stop short of providing feedback or guidance on how to improve the evidence to achieve higher grades, e.g. you cannot provide a list of specific actions the student needs to take to achieve a higher grade if they are allowed an opportunity to resubmit, as specified by Edexcel.
- Students are allowed one opportunity to resubmit evidence for each assignment within 10 school days, after assessment feedback has been given. A resubmission assessment record must be completed confirming the assessment criteria the student has and has not achieved with explanation for decision and dated when feedback is given to student.

Key Stage 5 A level courses

- Students will be expected to maintain appropriate class notes in line with the specification. These will be checked in class by staff.
- Students will be expected to keep up to date with developments within the news associated to their course, monitored verbally within class discussions.
- Students will, at times, be asked to prepare notes for a class having been provided with the outline of the lesson prior to it. This will be assessed verbally during class discussions.
- Assessments completed in assessment class book for the subject content documented in the specification building on the range and style of questions that occur in the final exam. Students will then be provided with feedback on the skill they need to improve upon most.
- Mock exams following the school's exams timetable will include a teacher comment and a grade based upon that year's grade boundaries. These tests will then be fed back through presentations on key areas for the whole group to focus upon, which will include activities/questions whereby students reflect upon their work and seek to make improvements. Allowing them to generate their own areas of improvement to encourage progress.

Key Stage 5 BTEC Business

- First submission of work should include advice on how to improve, which criteria has been met (if any) and which has not, and the resubmission date, which will be up to 15 school days from when the feedback was received – at the discretion of the teacher.
- Students will then receive their final piece of work, which indicates where criteria has been met and a brief explanation as to why any criteria has not been met (where applicable)
- Assessment sheet will be completed for both draft and final submission, that will include what they did well, areas of improvement for specific criteria in line with Edexcel external verification requirements.

Business & Economics Homework

GCSE Business (5 topics to be covered in each academic year)

- Students in year 10 to complete ILA attached to current unit (support & guidance available on department Weebly).
- Students in year 11 to complete research tasks associated to their controlled assessment appendix prior to write up before Easter.
- Students in year 11 to engage with Quizlet revision slides (available on department Weebly) throughout unit to build up their business vocab and knowledge.
- Students in year 10 to of read and highlighted theory sheets issued prior to specification assessment.
- Revision associated to mocks available in the school calendar or conducted in class at the end of the 5 topics in a final exam paper.

BTEC Business

- Students to complete individual research gathering tasks associated to their controlled assessment.
- Students to complete practice assignment tasks, in preparation for the controlled assessment.
- Students to engage with Quizlet revision slides (available on the department's Weebly) during Finance Unit, tested via key terms test with minimum pass rate expected.
- During the teaching of the Finance Unit, students should prepare for end of topic summative test.
- Revision completed in association to the mocks for the Finance Unit.

KS5 AS/A level courses

- Students are expected to read over the class notes previously made in class.
- Students to keep a proactive interest in current affairs and watch/read news items related to their studies.
- Students to have printed class notes and/or read around the topic prior to lesson, where directed.
- Students to revise for end of unit summative assessments set in class based upon the department's schedule (see Go4schools for schedules for each subject and year group).
- Students to complete out of class activities attached to research and presentation work.
- Students to complete formative assessments when set.

KS5 BTEC

- Students to complete assignment tasks by the deadlines set.
- Re-submission work to be completed prior to the new deadline set.

- Missed deadlines require staff to follow the department procedure set up due to the possible consequences set by the exam board.
- During the teaching of the finance unit, students must prepare for end of topic summative test.
- Revision associated to mocks in the finance unit.
- Students to complete research gathering tasks associated to their internal controlled assessment units.
- Students to complete practice assignment tasks, in preparation for the internal controlled assessment units.

Computer Science Marking and Feedback

Key Stage 4

Feedback will be focussed on topic assessments completed every 2-3 weeks. These will provide an indication of the objectives met within the work and target objectives that will allow the Student to progress. Each assessment will guide Students to complete a development task, in response to this feedback, it will be the Student's responsibility to complete this task and respond to their teacher using an evidence pro-forma. Ongoing classwork will be self or peer assessed, acknowledged by the teacher and misconceptions identified. This information will be used to inform future planning and provide verbal feedback as necessary.

Key Stage 5

Feedback will be given on exam style topic assessments completed at the end of each section of work. These will be assessed by the class teacher and a percentage attainment and indicative grade given. In response to this feedback, it is the Student's responsibility to correct all questions where marks were lost, using online resources or lunchtime or after school support sessions to ensure this is completed fully and any misconceptions addressed. Ongoing classwork and independent study should be self-assessed where possible, will be acknowledged by the class teacher and used to provide verbal feedback and plan future lessons.

Computer Science Homework

KS3 Computer Science

In KS3, homework will allow students to reinforce, consolidate and expand upon the learning accomplished in class. Given the structure of the KS3 timetable (2 lessons a fortnight with approximately a week between lessons), homework will be assigned in the second lesson of each cycle. The tasks will take the form of worksheets and activities to be completed online (hard copies can also be provided where necessary). Verbal feedback will be provided to students in class and used to inform future planning.

KS4 Computer Science

In KS4, students will be required to:

1. Watch assigned flipped-classroom videos and to read assigned chapters from the prescribed textbook.
2. Produce independent notes from these resources in preparation for the following lesson in which the topic will be taught.
3. Produce solutions to practical programming tasks and code challenges using flowcharts, pseudocode and Python code.
4. Revise for topic tests and practice examinations (corrections will be made in class).
5. Reflect upon their performance and respond to teacher feedback with an outline of the specific steps they will take in order to meet and/or exceed the targets.

Feedback on these tasks will be given verbally in class and used to inform future planning.

KS5 Computer Science

In KS5, students will be required to:

1. Watch assigned flipped-classroom videos and read assigned chapters from the prescribed textbook.
2. Produce independent notes from these resources in preparation for the following lesson in which the topic will be taught.
3. Complete additional extended reading tasks in order to reinforce and expand upon their learning.
4. Produce solutions to practical programming tasks and code challenges using flowcharts, pseudocode and Python code, and submit their work via GitHub.
5. Revise for topic tests and practice examinations.
6. Correct and annotate their test / examination papers.
7. Reflect upon their performance and respond to teacher feedback with an outline of the specific steps they will take in order to meet and/or exceed the targets.

Feedback on these tasks will either be given verbally in class or in writing via our online platforms; this will then be used to inform future planning. It is expected that students will complete approximately an hour of additional study for every hour in lessons.

Design and Technology Feedback and Marking

Key Stage 3

Feedback will be given in the following ways:

Verbal feedback in class in general that could lead to class discussions.

Independent/ personal verbal feedback to a student during design, written or theoretical work.

Covert feedback – peer marking, scrutinise and improve (group marking), redrafting etc. to ensure that all students are reading, responding and acting on feedback without even knowing it.

Formal Marking: (See mark and feedback sheet below for clarification)

Written (Specifications, evaluation, planning the making etc.) and design work must be given a step at the end of each project/unit. This must include a short positive comment as well as a short improvement statement. (60%) Comments are to provide students with adequate advice on moving forwards with their work. Comments can be posed as a question to enable student to provide short written feedback.

Practical work must be given a step at the end of each project/unit. This must include a short positive statement as well as a short improvement statement. (In the case of FOOD – also at the end of the unit and not individual practical sessions) comment on improvement over three planning and three cooking sessions.) (30%)

A piece of independently done Assessment task per project (Unit) over given over 8 weeks. (Or in case of split classes, 16 weeks) Logged on Project feedback sheet. (See below)










All work must be acknowledged through a tick and signature. (10%)

Assessment records in the go4schools mark books should provide confidence between teachers across phases and enhance progression for students.

Printed and stuck in student book after completion of a Project/Unit

Key Stage 4

Assessment takes place in two distinct ways.

Project title:					
60%	← Step achieved for my Design work	30%	← Step achieved for my Practical work	10%	← Step achieved for my Home Learning Task
Design work	Teacher Comment/statement	Practical	Teacher Comment/statement	Home work	Teacher Comment/statement
					
					
	Student response:		Student Response		Student Response

A) For any work apart from Controlled Assessment (where the coursework mark scheme will be used), e.g. producing a CAD drawing, explaining a type of wood joint or for a small practical piece the department will utilise the policy of an writing a short statement to

inform and develop learning. A grade will be given (A to E) in line with the exam board specification. Parts of non-examined projects may be marked this way as long a GCSE grade is communicated to the student at the end of the project. This grade reflects the GCSE grade that the teacher envisages the student will achieve at the end of the course if the student continues working at the current rate of development.

- B) The main Controlled Assessment unit is marked using GCSE grades as defined by the examination board. In line with the specification for each board, general feedback must be given. Individual feedback is not permissible under the regulations.

Btec Engineering

Marking and feedback as per outline of the exam board.

Informal and general class feedback given as Tasks progress.

No personal feedback or resubmission of tasks with written feedback.

Students may respond to written comments on final task assessed via the Feedback sheet provided by the exam board. See : LEARNER ASSESSMENT SUBMISSION AND DECLARATION (EDEXCEL)

Design and Technology Homework

Types of homework

Homework is set as:

Independent Learning tasks can be set for each week for the next lessons. These should be short (15) minute homeworks to inform the next lesson. Due to split classes, pace of different groups and in line with differentiation the Teacher can set work at their discretion or use the "set" tasks from the list.

Formalised Assessment task for each project.

Independent learning homework can take the following form: (1 Per week - % to 10 minutes Maximum)

- Written or drawing work - annotated where appropriate
- Research to inform a topic/s
- Preparation for a lesson
- Quizzes, comprehension tests, brochures, leaflets etc. Students have autonomy to select the method.
- Revision of the content of a lesson or lessons in a structured manner
- Watching a video clip and making notes – Evaluating the content
- Read a set piece and summarise
- Calculations using Mathematics (Cost of ingredients, calculating materials needed etc.)
- Discussion with family to complete a survey etc.
- Evaluating products, practical work or tasks
- Analysing products or methods

A formal long term planned Formal Assessment Task as set out. (1 per Project – 8 weeks 2 Hours max)

This is a **formal Assessment task** and must be logged in the mark book and in feedback to students. (*E.g. of homework assignments: a. Develop a presentation in a creative way that will inform people about the importance of designing sustainable products by using the 6R's. b. Design and develop a six page brochure to inform the user of the three main types of wood. c. Develop an A3 poster to inform people of the Different staple diets of the ten biggest countries in the world. d) Smart and modern fabrics are used more and more in the clothing industry – Develop a power point – minimum 10 slides and one video – to prove the statement

given. e) Respond to the following brief: You have been selected by the furniture brand Habitat to.....) Print of as 4 slides per page.

Expectations:

Independent learning tasks should be checked through asking feedback from a few individuals in the case of verbal feedback. Written work must be shown to the teacher in as simple a way as "hold up your homework." Sanctions as described below must be used.

One homework per Unit (Project) will be a marked and assessed piece of homework that is set over the duration of the unit (8 hours approx.) (A formal Assessment Task as described above) This will count toward their progress (10%) and will be included in the final mark for a unit. Marks to be logged in the mark book on go4schools.

Recording Homework

Go4schools access where homework is recorded.

Homework is available on the Shenfield Learning Website. (Weebly)

Key Stage 3

Independent learning homework can take the following form: (1 Per week Max 10 minutes)

A formal long term planned Formal Assessment Task as set out. (1 per Project – 8 weeks)

Key Stage 4

Homework should be set every week and structured to ensure students produce work that demonstrates significant effort; students are expected to do the best they can. Tasks can be found in: X:\Technology\Key Stage 4\A Homework folder\Homework Task Cards PD.docx

- A project based approach can be used but work needs to be checked for progress at least every two weeks.
- Homework should inform the Controlled Assessment or theoretical knowledge within the subject.

Key Stage 5 (Engineering)

- Homework should be set once every week and structured to ensure students produce work that informs their Tasks – Preparation for written tasks – Independent research.

Drama Homework

Key Stage 3

Students are set 2 pieces of homework over each half term. These are the same 2 tasks but will relate to the scheme of learning that they are studying at each time.

- 1) Spelling Test – Students will be given the home learning task to learn key words that are explored through the scheme of work for each term. They will undertake a spelling test during the following lesson where their mark will be logged. A bank of 340 spelling words will be used over the course of 3 years and will be made available on Go for Schools for students to have immediate access to.

- 2) Devising Log book and Drama Written Exam Questions. This will be set at any time throughout the scheme of work and will contain more components in each year group, thus increasing the level of difficulty. Each Scheme of Work will contain written elements which outline their creative process and their own personal development in Drama and these will be completed in class and for homework. Students will be also encouraged to complete extra development log book entries as homework to advance their learning across the scheme.

The class teacher will guide students through how to structure this written work by using a breakdown of the requirements for both the Devising Log and Exam Style Questions. This will prepare students for the reflective work that is an integral part of the GCSE Drama course. This will be marked by the class teacher using the Drama Steps.

Marking and Feedback:

Homework 1) Students will peer assess their spelling tests and grade will be logged by teacher and recorded in students homework tracker in their drama booklets

Homework 2) Teachers are required to mark the students' drama review using Key Stage 3 Written work Steps. Teachers will give students a step level, highlighting their level of attainment for the piece of work. They will also be given a comment reflecting what is positive about their work, as well as a target which will direct students to what they must do to achieve the next step level.

Key Stage 4 and Key Stage 5 – GCSE and A Level

Homework for Key Stage 4 courses will be set by the teacher in line with the area of study for each course. These home learning tasks will support and extend the work students will be doing in class and prepare them for both practical and written assessments.

When studying practical course unit, homework's may include:

- Student independent rehearsals
- Line learning
- Storyboarding
- Scriptwriting
- Light/Music Technical prompt sheets
- Bringing in props and costume

- Role on the wall
- Sourcing music for performances
- Research into historical context of plays
- Forming character interpretations
- Research into themes and styles of performance for devised pieces
- Devising log entries

Students will be given a week to complete these home learning tasks.

When studying written course unit, homeworks may include:

- Practice exam papers
- Completing Devising Log Book
- Research into set texts
- Annotating scripts
- Costume designs
- Set designs
- Lighting designs
- Live theatre production notes
- Reading of set texts
- Directorial interpretations for set text

Marking and Feedback:

- Students will be given a week to complete these home learning tasks.
- Teachers will mark any written tasks using the mark schemes/grading criteria where applicable.
- GCSE and A Level: For practice exam questions and written work that counts towards a coursework grade, teachers will give students an area of success comment in line with mark scheme and a target/comments that reflect what students need to do to move up to the next marking band/grade

Key Stage 4 and 5: BTEC Level 2 & 3 Homework

Homework for BTEC courses will be set by the teacher in line with each unit of study and the assessment requirements outlined in the brief. For almost all briefs the students will be required to complete an evaluative log for each lesson to document their process and learning journey.

These home learning tasks will be set in accordance with the submission dates and assessment deadlines for each BTEC Unit of study.

Home learning tasks will mostly be ongoing pieces of coursework that will be checked on by teachers at different intervals throughout the unit study. Students will be given verbal feedback on their progress at these points.

Students will be given a final hand in deadline for each piece of coursework which students can only resubmit once, within 10 days, if necessary.

Marking and Feedback:

In accordance with the BTEC marking and feedback policy, students will not be given written feedback on any piece of coursework until after the final deadline date.

Teachers will mark each piece of work in relation to the BTEC assessment criteria for each unit and a grade and feedback comments will be given to students once work has been internally verified

English Marking and Assessment

Key Stage 3

Pupils will have two full assessments and two smaller mid-term assessments each term and these will test pupils' reading and writing skills. All assessments are linked to the GCSE assessment objectives and will fully prepare pupils for the new GCSE curriculum. Pupils will also have an end of year test combining the skills and techniques pupils have learned throughout the year. All marks will be recorded on the teachers' Go4Schools mark book.

All assessments and tests will be fully marked by the class teacher and given a level or a number grade. Feedback will be given using the following process:

1. The teacher delivers a **feedback lesson** that will be clearly marked in the exercise book. This may include model paragraphs, paired writing, going through a mark scheme, showing good examples of work or missed opportunities, class discussion or a whole class feedback sheet. Depending on the amount of marks available for the assessment the feedback may take a whole lesson or half a lesson.
2. Pupils will then be expected to put right an area of their assessment that has been highlighted by the teacher. This should be completed in silence or as part of a homework.
3. Finally, pupils will write a **feed forward** comment. This will encourage the pupil to think about what they will do in the end of term assessment/end of year exams to achieve their target.

Spelling, punctuation and grammar will be marked **at least twice** every half term. This could be in the form of a spelling test, grammar starters, a piece of written work that has a SPaG focus or the teacher going around the classroom. Pupils are expected to correct the mistakes themselves to encourage independent learning.

Homework must be acknowledged by a comment or a sticker.

Key Stage 4

During each half term pupils will study for either the English Language or the English Literature exam. Pupils will have two assessments every half term:

English Language: Assessments will be in the same style as the new GCSE exam paper. Pupils will be tested for their reading skills or their writing skills. All assessments will be marked out of 40.

English Literature: Assessments will be based on the new style GCSE Literature exams. All assessments will be marked out of 30 or 34.

In addition to these assessments pupils will also complete four mock exams over a two year period. These exams will take place in the hall under exam conditions.

All assessments and tests will be fully marked by the class teacher and given a level and a number grade. Feedback will be given in the same way as Key Stage 3 assessments/exams.

Spelling, punctuation and grammar will be marked **at least twice** every half term. Pupils are expected to correct the mistakes themselves to encourage independent learning.

English Homework

Key Stage 3 and 4

Homework will be set at the beginning of every term. Students will log on to Go4Schools and open the correct document for the unit of work they are studying. Each document will lay out the homework they will be expected to do for that week and for the rest of the term. All homework will be acknowledged or marked by the class teacher. Teachers can set additional homework during the term depending on the needs of the individual Student or the class as a whole.

In addition to this, Year 7 and 8 Students participate in the Accelerated Reader programme. Students will be expected to read their book for at least 20 minutes every night. At the end of each book students will sit a test that will record their score. Parents will receive this information at the end of every term

Students are given the following guidance about the amount of homework to expect:

Y7 30 minutes writing per week and 20 minutes reading every night

Y8 30 minutes per week and 20 minutes reading every night

Y9 1 hour per week

Key Stage 4 1 hour per week

Key Stage 5 2 hours per week

Humanities Marking and Feedback

Work that is assessed using the Shenfield steps or GCSE criteria will be marked to give feedback on what went well and areas for improvement.

Key Stage 3

Step stickers will be used to indicate the step that has been achieved and the area the student needs to work on next. Work will be highlighted/underlined to show where a student has met the requirements for a step. At KS3, the minimum expectation is two such pieces of assessment every half term.

Key Stage 4

Level stickers will be used. Again, work will be highlighted to show where the level requirements have been met and the grade descriptions on the sticker will indicate next steps. At Key Stage 4, the minimum expectation is of 3 such pieces of work every half term.

Other work such as class work and homework that is building towards an assessment piece will be checked for completion and understanding. That this assessment has happened will be indicated in the student's book with a tick or a sticker and a date.

Humanities Homework

Homework will be set at least one per fortnight in Key Stage 3 and one per week in Key Stage 4.

Homework may take the form of:

- A piece of enquiry focused research
- A discrete task as directed by the teacher
- A revision/learning activity which will be assessed in class
- A piece of flipped learning

If the homework forms an assessed piece then it will be graded in line with departmental policy. Otherwise, it will be marked for completion and understanding. If it is a piece of flipped learning or other preparation for lesson type activity, its completion will be evident by the performance of the student in the classroom.

Mathematics Marking and Feedback

Key Stage 3 and 4

Feedback will be focussed on topic assessments completed every 2-3 weeks. These will provide a percentage attainment mark along with an indication of the objectives met within the work and a target objective that will allow the Student to progress. Each objective will link to an online tutorial and in response to this feedback, it will be the student's responsibility to go to www.mathswatchvle.com, watch the tutorial, attempt the practise questions in the space provided and assess them using the remainder of the video. Ongoing classwork will be self or peer assessed, acknowledged by the teacher and misconceptions identified. This information will be used to inform future planning and provide verbal feedback as necessary.

Key Stage 5

Feedback will be given on exam style topic assessments completed at the end of each section of work. These will be assessed by the class teacher and a percentage attainment and indicative grade given. In response to this feedback, it is the Student's responsibility to correct all questions where marks were lost, using online resources or lunchtime support sessions to ensure this is completed fully and any misconceptions addressed. Ongoing classwork and independent study should be self-assessed where possible, will be acknowledged by the class teacher and used to provide verbal feedback and plan future lessons.

Mathematics Homework

Key Stage 3 and 4

Homework will be set on a weekly or fortnightly basis, depending on the length of the task set. Tasks may take the form of written work or other online learning. Written tasks will be self or peer assessed, completion will be monitored by the class teacher and misconceptions identified. This information will be used to inform future planning and provide verbal feedback as necessary. After each classroom assessment, part of the homework task will be responding to the feedback given by watching a tutorial on www.mathewatchvle.com and attempting the practise questions in the space provided on the test. Support is available for these tasks during lunchtime and after school by arrangement and additional learning time will be provided for Students that fail to complete work to a satisfactory standard.

Key Stage 5

It is expected that students will complete approximately an hour of additional study for every hour in lessons. The majority of task will be sets of text book or exam questions that consolidate the learning from lessons. These should be self-assessed upon completion, teachers will then monitor the completion of work, identify any misconceptions and use this to inform future planning. It is the Student's responsibility to complete all homework to a good standard, seeking out support at lunchtime or afterschool as needed and before the task is due for completion. After each class assessment, part of the homework for that week will include correcting all errors from the assessment.

Media and Film Studies Feedback and Marking

Overview Statement

The Media Studies department believes that homework enhances student learning, raises standards of attainment and helps develop student independent study skills. The department has the policy that the homework that we set will provide consolidation of work, further challenge and also aim to add depth and breadth to learning. For us it is an integral component of the curriculum and is prepared and planned alongside all other areas of learning.

KS4

Homework for Year 11 students is set in conjunction with both the three Controlled Assessments and the exam elements that pupils take during the course of the year. Homework can be found on the Go4Schools website and includes various Independent Learning Activities associated with the set assessment. Based on student progression and knowledge, pupils will also be set a variety of homeworks throughout the year and these will include the preparing drafts or plans of essays, the revision of key terms or the practicing of analytical skills and the redrafting of coursework, as well as working on improvements in line with or to exceed their target grades. Teachers may also set additional homework for students who need consolidation or extra practice in certain skills – these could include carrying out their own research, working on their own drafts, revising for the exam and practicing answering exam-style questions at home.

Homework for Year 10 students is set in conjunction with the six films studied throughout the two year period of the GCSE. Like Year 11, homework can be found on the Go4Schools website and includes various Independent Learning Activities associated with the set six films. Again like Year 10, the course also includes coursework and homework set will also include preparing drafts of work for the coursework, as well as a series of revision activities to do with this section of the course. It is also left to the professionalism of the teacher to set additional homework for students the department feels need extra intervention.

In addition to homework set in Media/Film, it is an expectation that students are also 'active media consumers' - watching, reading and listening to a wide variety of media texts. This should be on-going and not necessarily prompted by Media/Film teachers.

The department follows the school's policy that students should spend one hour per week on the set homework.

KS5

At A2 level, there is a 50% split between coursework and exam in both media and film studies. As the coursework unit involves both group and independent production work in a genre chosen by the teacher, our emphasis in assessment is to structure/assess the process of research, production and evaluation, incorporating regular points at which students can get feedback on their work in progress. This means that students will receive weekly written assessed checks on their coursework throughout the year and the department has an expectation that all students are self-motivated in their desire to succeed in a challenging independent led subject.

With the new linear A Levels at Year 12, there is more focus on the examination unit with more emphasis placed upon preparing students with the requisite skills and knowledge for the exam experience so homework is focused more on timed practice answers, formulation

of essay plans, research and general revision for a full mock exam which is used at the start of the January and Summer term for monitoring purposes.

For both the coursework and exam units, regular homework tasks are set and marked, with feedback given in class time and the department again follows the policy of the school with the expectation that students should spend two hours per week on their set homework.

Department Feedback Policy

The Media Department at Shenfield High School believes in high quality and student centred feedback which is focused on making sure that all pupils are given coherent and practical guidance which will enhance their chances of obtaining the highest possible grade, these are our guiding principles:

- To deliver feedback promptly, while students still have a clear recollection of the assignment just tackled
- To communicate the deadline, by which all feedback will be delivered, normally this will be no longer than one week from the date of submission
- To ensure students are able to benefit from their feedback, so they can use it for upcoming assessment tasks including coursework and unseen written examinations

Music Marking and Feedback

Key Stage 3

Students will be assessed twice on their performance and composition skills every half-term. This will count for 60% of their progress grade.

Key Stage 4

GCSE

Students will be assessed in either solo performance, ensemble performance or composition every half-term. This will count for 60% of their current grade. They will also have at least two listening tests that will count for 40% of their current grade.

Btec

Current will be completing a portfolio of evidence throughout the two years that is marked at certain points. Where work has not been formally assessed, a teacher judgement will take place to inform parents and students of current working grade. Regular mock exams will take place that will count for 25% of the current grade.

Key Stage 5

A Level

Students will be assessed in either solo performance, ensemble performance or composition every half-term. This will count for 60% of their current grade. They will also have at least two listening tests that will count for 40% of their current grade.

Music Homework

Key Stage 3

Students will complete a listening test every half term that links to their current class learning. This will count for 40% of their progress grade.

Key Stage 4

GCSE

Students will either be asked to rehearse for a performance assessment, complete a research activity or complete a listening test. The marking of the homework will take place in class. There will be two homework tasks per half-term.

Btec

Will often be related to Unit 1: The Music Industry. Students will research different areas in order to have enough information to make successful judgements in the exam. There will be two activities per half-term.

Key Stage 5

A Level

Students will either be asked to rehearse for a performance assessment, complete a research activity or complete a listening test. The marking of the homework will take place in class. There will be two homework tasks per half-term.

Modern Foreign Languages Marking and Feedback Policy

Key Stage 3 – Spanish and French

- Class books to be reviewed twice per half-term to ensure notes are completed and meet expectations – current progress will be indicated along with individual feedback. In the meantime verbal feedback will be provided as appropriate during lesson time.
- Vocabulary to be tested weekly via Quizlet. Minimum pass mark of 70% expected of student, otherwise they will re-sit. Marks will be taken in, and verbal feedback given on positive elements and areas for development.
- Students will be expected to work through a minimum of six ILAs during each half-term. These will be peer-marked during lesson time with verbal feedback from the teacher.
- End of unit assessments to be conducted every half-term measuring all skills (listening, reading). Following such assessments students will be expected to provide a reflection on their performance and steps for further development.

Key Stage 4 – GCSE German and Spanish

- Class books to be reviewed twice per half-term to ensure notes are completed and meet expectations – current progress will be indicated along with individual feedback. In the meantime verbal feedback will be provided as appropriate during lesson time.
- Vocabulary to be tested weekly via Quizlet. Minimum pass mark of 70% expected of student, otherwise they will re-sit. Marks will be taken in, and verbal feedback given on positive elements and areas for development.
- Students will be expected to read material (e.g. news articles) in the target language as part of an ongoing ILA. These will be periodically monitored through discussion in class.
- Students will be expected to record themselves speaking using exam-style tasks and questions, and make these recordings available to their teacher for assessment on a fortnightly basis. This will be marked with a numeric grade and individual feedback given.
- Students will be expected to produce a piece of written homework twice per half-term for assessment. This will be marked with a numeric grade and individual feedback given.

Key Stage 5 – A Level Spanish - tbc

Modern Foreign Languages Homework

The departmental policy is that ALL homework MUST be handwritten, unless where expressly instructed otherwise by the class teacher.

Each fortnight students across Key Stages 3 and 4 will be set;

- 1 written homework
- 1 vocabulary-based homework
- 1 Independent Learning Activity (ILA)

Additionally, Key Stage 4 students will also be set 1 speaking homework per fortnight.

Go4Schools will be used to set homework, therefore students should monitor this on a regular basis and ensure they are up-to-date.

Independent Learning Activities (ILAs) will be published on departmental Weebly websites, and can be found at www.shenfieldlearning.com

Students are welcome to seek assistance with their homework from class teachers, but in order to foster an ethos of independent learning as encouraged by the Modern Foreign Languages Department students should consider the following;

- Is the information available to you in your exercise book?
- Could you seek help from a classmate?
- Are there any sources of information you could use (e.g. online dictionary/MFL Weebly site)?

Students will be actively discouraged from using any online translation tools, e.g. Google Translate. Students will be made aware that any suspect work will need to be re-done by hand.

PE Marking and Feedback

GCSE

- GCSE PE Theory books ticked to ensure notes are completed, with positive comment regarding the individual each term.
- Fortnightly formal homework marked with a GCSE score 9-1 and as a percentage for exam questions.
- Informal homework set weekly such as research tasks or revision for spot tests.
- GCSE PE half termly end of unit tests, ticked with feedback for common errors. Minimum pass mark expected of 60%, otherwise students will re-sit.
- End of unit test marked with mark scheme expectations, which includes a positive comment, a grade based upon that year's grade boundaries. These tests will then be fed back through presentations on key areas for the whole group to focus upon, which will include activities/questions whereby students reflect upon their work to develop their understanding of assessment requirements. For example developing the ability to analyse/explain in longer answer exam (6/9) questions.
- Students missing lessons or work will have a 'Missing Work' sheet stuck in their book with instructions on what work needs to be done and by when.
- CA marked in line with Edexcel expectations to show overall grading.

Key Stage 5 A level PE

- Students will be expected to maintain appropriate class notes in line with the specification. These will be checked in class by staff as part of half termly file checks to ensure students are well organised and up to date with work.
- Students will have homework from all A Level lessons, at times, be asked to revise for mini tests on previous lessons work or do research tasks for pending topics. Formal marked homework will be set once a week by both JAM (physiology) and GS (psychological/ socio-cultural).
- End of unit assessments include a positive comment, a grade based upon that year's grade boundaries, mark scheme attached of skills based marking and level achieved. These tests will then be fed back through presentations on key areas for the whole group to focus upon. This will include activities/questions whereby students reflect upon their work to develop their understanding of assessment requirements.
- Mock exams include a positive comment and a grade based upon that year's grade boundaries. These tests will then be fed back through presentations on key areas for the whole group to focus upon, which will include activities/questions whereby students reflect upon their work and seek to make improvements.

Key Stage 5 BTEC Sport

First submission of work should include advice on how to improve, which criteria has been met (if any) and which has not, resubmission date (10 school days when handed back).

- Final piece of work, where the criteria has been met and what has not with a brief explanation as to why. It will need to include the date it was marked.
- Assessment sheet completed for both draft and final submission, that will include what they did well, areas of improvement for specific criteria in line with Pearson external verification requirements.
- For the new BTEC Sport specification which will include a largely exam based assessment method in year 1, the students will be assessed at intermittent points that relate to the end of unit. Small exam style questions will be set and marked using both formative and summative assessment that link to the grading criteria of the BTEC extended and subsidiary diploma.

PE Homework

Key Stage 3

Students are expected to complete one assessed homework task per half term, allowing them approx. six weeks to complete.

Each assessment task will be and linked directly to the scheme of work studied in class. Homework assessments will represent 20% of the students overall grade in PE, therefore it is important that each piece is completed to their best ability. They are expected to spend a minimum of 2 hours on each assessment piece.

Students will also be tested once a term on topics related to the homework tasks. These test scores will represent a further 20% of the students grade with the other 60% coming from the students best 3 performances in the different sporting activity areas covered.

Key Stage 4

Students will be set weekly tasks and a formal fortnightly homework based on the Edexcel specification assessment objectives and will be linked directly to the work covered in theory lessons. Each weekly task will be monitored by the classroom teacher and assessed on a fortnightly cycle at the end of the completion of each assessment objective. Homework is assessed alongside classwork in order to give an accurate level of student's work. Students will be tested regularly on the knowledge gained from the homework tasks with the end of unit test scores equating to 60% of the overall GCSE PE grade. Controlled assessment (10%) and the best practical sports (30%) will make up the other 40% of their GCSE PE grade.

Key Stage 5

A Level PE students will be set weekly tasks in each of the scientific and psychological/socio-cultural areas based on the OCR assessment objectives and will be linked directly to their work in class. Each weekly task will be monitored by the classroom teacher and assessed on a 2 week cycle. Homework is assessed alongside end of unit test scores to contribute to 70% of the student's grade. Students will be expected to e-mail homework to staff the evening before a lesson

BTEC Sport students in year 12 will complete homework tasks fortnightly to support the learning required for the end of year exams. These homework's will take the form of either extended writing tasks to underpin the analytical requirements of the exam. Additionally students will be set extended research tasks to prepare them for subsequent lessons learning. These will be handed in the following week after the work is set.

Science Marking and Feedback

The new courses introduced in 2016 are very content driven. The depth of knowledge required is deeper and more intense than it has been previously and there is a bigger emphasis on recalling scientific fact. To respond to this the science marking policy will be built around assessing the students' scientific knowledge across the three disciplines.

Each subject is divided into units and each unit has at least three monitoring points. These points consist of a minimum of 2 (PCs) progress checks (a standardised assessment that is identical for all the students regardless of ability that is taken under controlled conditions to assess the understanding on the previous 3-5 lessons).

These PCs will be marked according to a mark scheme.

The results from these PCs will be recorded on the GO4Schools system.

Any students absent for the PCs will be required to take it at the earliest opportunity.

In addition to the PCs there will be an end of unit test (EUT) which assesses the entire unit that has been taught. These EUT are also universal and are marked in accordance with the mark scheme.

The results of the EUT are also recorded on the GO4Schools system.

Once the marks for the PCs and the EUT are recorded on GO4Schools the teacher is also required to assign the appropriate homework to the student. Based on how well the student has performed in the assessment a predefined homework task is assigned using the GO4Schools system.

Science Homework

The note that accompanies the assigned homework task provides the student with:

- Written feedback on their performance with regards to the previous 3-5 lessons.
- The relevant area of the online text book (every student undertaking the new 2016 specification has access to the Collins online books for Biology, Chemistry and Physics) they need to refer to for further clarification.
- The questions they need to complete to demonstrate their progression through the topic.

Homework completed by the students should also be recorded on the GO4Schools system and assigned a corresponding level with respect to the effort and attainment of the submitted work.

It is the department policy that a maximum of 1 lesson (less if attainable) be spent feeding back on the PCs and EUT with the class once it has been marked.

- Areas of concern that have been identified as a weakness for the whole class should be clarified at a classroom level, while more individual feedback can be given during the course of the feedback session.

Teachers are advised to encourage students to annotate the assessments (in green pen where possible) and fill in the "suggested improvements" column at the back of every assessment. The PCs and the EUT for each student are to be kept in the students' assessment folder as a catalogue of the work the students have carried out, the suggested improvements they need

to implement and the additional work they have undertaken to progress them within the subject.

The student exercise books are exercise books in the classical sense of the word. They are for students to make notes if they feel they would benefit from it and to carry out the learning exercises as instructed by the teacher.

There is no expectation on staff to mark these books unless the teacher has instructed the student to carry out a piece of work in the book and wants to assess the work independently.

Social Sciences Marking and Feedback

Key Stage 3

Students follow a broad curriculum of PSHEE, Careers Education, Citizenship and Religious Education. Topics generally last a half term and our assessment and expectations of Homework follow the same pattern. Students will be set a substantial piece of Homework once each half term. This will always be linked to their on-going class work and completion of this will enable them to be more successful in a class based assessed task to follow. One topic within a unit will be chosen each half term to be assessed against the STEPS of learning 1 – 9. A stamper will appear in books which will be followed up by a response task by students.

Key Stage 4

All Year 10 students follow a non-examined course in Social Sciences. Students will have at least one piece of work per half term which will be assessed. For this course, we will not be assessing against steps/ levels or exam criteria, but we will be developing the skills required for all subjects, of good literacy, good knowledge and explanation, ability to give reasons for your ideas and evaluation. These skill areas are listed in exercise books, will be discussed prior to each assessed piece and form the basis for any feedback to parents. Students will be given suggested homework activities. Where these form a vital part of their careers education, they must be completed and will be chased through the school systems. Other pieces are available in order to support and extend learning.

GCSE Sociology – In GCSE Sociology students will undertake regular exam practice. Exam questions may be peer marked but in most cases feedback will come from teacher marking consisting of a positive comment along with an area for improvement which students will be required to respond to. Exam questions will always be linked to the current topic of focus and the rigour of the assessment will vary depending on which stage of the course that students are at, for example when beginning a topic students may be given a smaller assessment consisting of two or three exam questions whilst at the end of a topic students will be assessed on an entire section of a practice exam paper.

An assessed piece of homework will be completed once every half term, similarly to in class assessment this will take the form of practice exam questions. These pieces of homework will also be supplemented by research and revision tasks that will be carried out to extend knowledge that has been developed in the classroom. The frequency of these pieces of homework will depend on the area of study in class.

Key Stage 5

Social Science offers Key Stage 5 courses in Law, Philosophy, Sociology, Psychology and Health and Social care. During their course, students will be assessed on their factual knowledge, conceptual understanding and evaluative skills. Throughout the year, students are expected to maintain high quality written notes in an organised system, teachers may carry out spot checks on folders to check this is the case.

Each course's final exam is presented in a bespoke way, so teachers will expect large amounts of assessed work to be completed in a true exam format and under timed conditions. To this end, students may do well in short answer factual recall tests, but will need to work hard to gain the higher marks in a 30 minute, full topic essay. Students will be expected to use some time at home to write under exam conditions as well as class time. When a piece of work has been assessed, staff will expect students to rewrite essays using the guidance given through the marking. Although not formally remarked, this will enable students to gain a stronger piece of work for their files.

At the end of a topic, students will always be tested or expected to write a full essay. This mark will be used to calculate a current working grade. Homework will be a combination of;

- Always checking class notes are detailed and reread for understanding

- Creation of revision materials during the year once a topic is completed
- Extra reading completed when set by teacher or found independently
- Any specific tasks completed as directed by the teacher
- Substantial amounts of time used to prepare for timed essays or unit tests

If a student does not complete the homework set, then the department will ask a student to spend their free time in school completing that work.

Btec Key Stage 4 and 5

Btec Assessment - The feedback given to students at the end of each assignment will be kept within Btec guidelines and written on the 'Summative Assessment Sheets'. Students will be given feedback on where they have met the criteria and where they have not. They will then have a period of ten working days to resubmit their assignment for final assessment.

Btec Homework KS 4 and 5 - For exam units homework will consist of practice questions, creation of revision materials, a marking task or extended research, but will always be linked to their on-going class work and completion of this will enable them to be more successful in any class based assessed tasks to follow. Students will be required to respond to assessed work in a follow up activity.

During the teaching and learning time of a coursework unit, appropriate tasks will be given as homework to support the students' understanding of the topic. This could include research tasks, note making, interviews or completing tasks unfinished in lesson time.

After the assignment has been handed out the students will have a deadline to meet. Each student is expected to use their homework time to ensure that each deadline is met. Any resubmissions will be completed outside of class hours as homework.

Vocational Studies and Key Skills Marking and Feedback Policy

Key Stage 3

Work will be marked on an on-going basis. This will be set around Vocational STEPS which focus on key development areas for the students. This will enable the students to develop the independent learning, practical and problem-solving skills required for progressive study to Btec at Key Stage Four.

Key Skills Marking will be based around the Functional Skills and ASDAN Programmes and will form a basis for study in Key Stage Four.

Key Stage 4

Btec Engineering marking will be set in line with the policy formulated by the Technology Department.

Key Skills Marking will be on a fortnightly basis with feedback given around an assessed task. These tasks could include:

- Past papers;
- Reading Tasks
- Writing Tasks;

Vocational Studies and Key Skills Homework

Key Stage 4

Btec Engineering homework will be set in line with the policy formulated by the Technology Department. This will be on a weekly basis.

Key Skills Homework will be set on an ad hoc basis. Homework will usually take up to 1 hour and will be based around the following areas:

- Past Papers (Functional Skills);

- Reading Tasks;
- Writing Tasks;
- Information gathering;
- Equipment gathering.

Key Stage 3

Students following the Key Skills and Vocational Pathway at Key Stage Three will not be set homework on a regular basis – this is due to the nature of the intervention. Any homework that is set, will be ad hoc and usually based around research or material gathering for lessons.