



**BRANNEL SCHOOL**

**EXTENDED  
LEARNING  
POLICY**

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# **Brannel School**

## **Extended Learning Policy**

### **Rationale**

Brannel School is committed to furthering the learning of students by creating a programme of work to be completed outside of the normal school day. We believe that well organised extended learning can play a vital role in raising standards of achievement. Extended learning tasks are intended to support work done in school and provide an integral part of the students' overall academic and intellectual development. Extended learning should empower and inspire the students to become independent lifelong learners and foster an appreciation that not all learning takes place within an educational establishment.

### **Definition of Extended Learning**

Extended learning is work that is set to be completed outside the timetabled curriculum. It contains an element of independent study in that it is not directly supervised by a teacher.

### **The Purpose**

The purpose of this policy is to ensure that extended learning is of beneficial educational value and enhances learning. Extended learning is a valuable part of schooling as it allows for

- x Practising, extending and consolidating the learning that has taken place during the school day.
- x Students to practise planning and organising their time.
- x The development of a range of skills in identifying and using information sources.
- x The establishment of habits of study, concentration and self-discipline.
- x The promotion and sustained involvement of parents and carers in the management of students' learning
- x The fostering of a consistent home – school approach to extended learning

Evidence suggests that extended learning, when appropriately planned for, can be equivalent to an additional year of study over the course of a secondary school career.

### **Extended Learning Setting and Frequency**

Extended Learning will be set using Show My Homework. Staff should ensure that they make available, if requested, a paper based copy of the extended learning task for students who do not have a computer or Internet access at home.

Each department will set extended learning activities weekly or fortnightly. It will be usual practice that students are given a minimum of two evenings to complete extended learning.

Illustrated overleaf are the approximate hours of extended learning for each subject:

Subjects	Recommended time per fortnight				
	Year 7	Year 8	Year 9	Year 10	Year 11
English	2x 30 mins	2x 30 mins	2x 30 mins	2x 60 mins	2x 60 mins
English (Reading)	1x 30 mins	1x 30 mins	1x 30 mins	1x 60 mins	1x 60 mins
Maths	2x 30 mins	2x 30 mins	2x 30 mins	2x 60 mins	2x 60 mins
Science	2x 30 mins	2x 30 mins	2x 30 mins	2x 60 mins	2x 60 mins
MFL	1x 30 mins	1x 30 mins	1x 30 mins		
Geography	1x 30 mins	1x 30 mins	1x 30 mins		
History	1x 30 mins	1x 30 mins	1x 30 mins		
DT (Year 7 & 8 – 6 week rotation)	2 hour project over 4 weeks	2 hour project over 4 weeks	2x 30 mins		
Computing	1x 30 mins	1x 30 mins	1x 30 mins		
Other Foundation Subjects	<i>R.E. and Creative and Performing Arts extended learning will be set as necessary and will take at least 30 mins per fortnight to complete</i>				
Option Subjects				2x 60 mins	2x 60 mins

On average, a student in Year 7 or Year 8 will receive 60 minutes of extended learning per night. In Year 10 and Year 11 this will rise to an average of 90 minutes per night. It is expected that, in addition, revision for final exams is also carried out by these students.

Please see Appendix 1 for a guide to using Show My Homework.

## **Leadership and Management of Extended Learning**

### **a. It is the role of the Senior Leadership Team (SLT) to:**

- x Support the development and implementation of extended learning across the School through their link departments
- x Monitor the setting, marking and effectiveness of extended learning in their link departments
- x Set the procedure to be followed by all staff for students not completing extended learning

### **b. It is the role of the Head of Department to ensure that:**

- x Their department is active in discussions on the role of extended learning across the school
- x Lesson plans and schemes of work include extended learning and learning outcomes
- x The promotion, setting and completion of extended learning is included in the regular cycle (half termly basis) of monitoring of teaching and learning and departmental self-review. This should be reported to the member of SLT responsible for Extended Learning
- x Teachers within their department are provided with and have access to suitable extended learning materials and tasks

### **c. It is the role of Teaching Staff to ensure that:**

- x The purpose of each extended learning is clearly explained to students
- x All extended learning is marked and assessed and returned within a reasonable time. This should normally not exceed one cycle of the timetable in the case of short, frequently set tasks. Peer assessment is acceptable, however it should not be the usual means of assessing extended learning.
- x Longer extended learning or extended GCSE work are staged to allow interim marking and pointers for improvement
- x The extended learning, date due and any further details are entered onto Show My Homework prior to the end of the lesson. The extended learning is also explained fully to students during the lesson so that they understand the nature and purpose of the extended learning set.
- x No student is put at a disadvantage by not having ICT at home
- x The extended learning set extends learning and skill development,
- x Extended learning is differentiated to match the differentiated learning opportunities in class
- x Good extended learning is acknowledged and rewarded in the same way as good practice in lessons.
- x All non-completion of extended learning is recorded on SIMS as an H2 (which is equivalent to an S2) and followed up through the school behaviour policy
- x Liaise with parents/carers

### **d. It is the role of the Tutor to**

- x Encourage students to see extended learning as an extension of their learning
- x Use weekly/fortnightly extended learning data to identify students for whom extended learning is an issue feeding back to Head of House as appropriate.
- x Help students plan time effectively so that extended learning is completed on time and to a high standard
- x Alert Head of House to a persistent lack of submitted extended learning
- x Liaise with parents/carers

### **e. The role of the Student**

Extended learning is an integral part of learning, Students are expected to take this on board and to:

- x Regularly log into Show My Homework to view their current extended learning
- x Where possible use the Show My Homework APP to create personal extended learning alerts
- x Set up a schedule for completion of extended learning
- x Complete the extended learning task to as high a standard as possible by the date given
- x Expect to be praised for a piece of outstanding extended learning in the same way as they would be for a good piece of class work or coursework
- x Expect extended learning to challenge their learning skills and understanding
- x Know that their teachers will impose a sanction if they do not complete their extended learning
- x Keep parents/carers informed about the extended learning set, involving them whenever possible but not allowing them to do the work
- x Use the dinner time and after school extended learning clubs in IM1 and E11 at school especially if they need extra support with a piece of work
- x Expect their extended learning to be marked and returned within a reasonable time period.
- x Any concerns should be discussed with the Head of Year.

### **f. The role of Parents/Carers**

Learning is a partnership between home and School. All parents/carers are encouraged to:

- x Take responsibility for their child's extended learning by ensuring it is completed to as high a standard as possible and handed in on time
- x Show regular interest in their child's work by using their personal login to check Show My Homework as often as possible (at least once a week)
- x Talk to their child about the work set and its relationship to what is being studied in class
- x Provide a quiet, private space for study at home. Students need space for reflective learning and concentration
- x Encourage their child to use extended learning clubs and the library at school if this is not possible
- x Help their child plan time effectively so that all extended learning is completed and handed in for marking by the given date
- x Work with their child by encouraging research, opportunities for learning and access to relevant and safe ICT sites
- x Read through books and files to understand the nature and quality of work and to acknowledge where and how their child has made progress
- x Let their child's tutor know of any concerns about the extended learning being set using the school email system or by telephone.

### **Improvements in Effectiveness of Extended Learning at Brannel School**

Key pointers for success:

- x Decrease in number of students recorded on SIMS for incomplete or poor extended learning
- x Learning conversations demonstrate progress through students following staff advice on how to improve a piece of work

### **Monitoring and Evaluation**

Monitoring and evaluation of the implementation of this policy shall be conducted by the Senior Leadership Team and reported to Governors to inform review.

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### **Appendix 1 - A Guide to Using Show My Homework**

Within this appendix, a series of user guides can be found on the following areas of Show My Homework.

#### **Parents**

Using the Calendar

Using the Show My Homework APP

#### **Staff**

Setting extended learning tasks

Reusing previously set extended

learning Setting up quizzes for

extended learning Creating a report

on issued extended learning Creating

a report for Parents' Evening

#### **Students**

Using the Calendar

Using the Show My Homework APP

Using the To-do list