



Monday, 9th September 2024

Dear Parent/Carer,

The first week back has been a very important and exciting one for all pupils. Our 24/25 edition of the Knowledge Organisers and Pupil Planners have been issued. All pupils have their own copy of each, along with a plastic wallet to protect the organiser and planner whilst in bags.

Knowledge Organisers

Knowledge Organisers must be brought to school every day and pupils will be expected to use them in every lesson. Pupils must keep their Knowledge Organiser within the plastic wallet, so it does not get damaged in their bag from drink spillages.

Knowledge Organisers are also used for the completion of homework, further details of which are shared below. An electronic copy of the Knowledge Organisers can also be found on the school website under the 'Pupil' tab.

Pupil Planners

Pupil Planners must be brought to school every day. Timetables are in the process of being written into the planners. Pupils will be expected to note down any homework set.

Each week, we ask for your assistance in monitoring the homework set and the use of the planner. There is a space for you to sign at the end of the week to confirm you have viewed the planner in addition to your child's tutor.

Pupils must keep their planner within the plastic wallet, so it does not get damaged in their bag from drink spillages.

If pupils lose or damage their knowledge organiser or planner, they will cost £6 per item to replace. They must report any loss or damage to A3. The item will subsequently be available to purchase via Arbor Pay.

Homework

Homework is an extremely important element of academic achievement for all pupils and many studies have found a positive correlation between homework completion and academic achievement. It is crucial for us to work together to help your child to complete all homework, supporting them to achieve the best possible grades.

Pupils have homework to complete every day. KS3 pupils (Year 7, 8 and 9) are set homework once per week from each subject. KS4 pupils (Year 10 and 11) are set homework twice per week, per subject.



All homework is uploaded to Arbor. Parents and pupils will be able to log in to check what has been set, what is due, and the Guilford Gold received for homework completion. Pupils receive 10 Guilford Gold for each piece homework completed. If pupils do not complete their homework, teachers will issue a 'C2 No Homework' and Guilford Gold will be deducted from their overall balance. If you or your child are having difficulty accessing Arbor, please contact: enquiries@ellisguilfordschool.org.uk

Most of the homework is set using our online platforms – Seneca, Sparx Maths, Sparx Reader and MS Teams. All pupils have access to Sparx and Seneca and are expected to complete all quizzes set by their teachers as part of their weekly homework. Some subjects set homework via MS Teams or paper based.

To access the online platforms at home, pupils must visit the website: portal.cetcloud.org.uk or <https://www.ellisguilfordschool.org.uk/main/pupil-2> Once pupils are onto the above website, they must input their school computer username and password. This will log your child into the student shared area where the online platforms can be accessed. Further details for how to log in to our online platforms, can be found on the school website under the 'Pupil' tab and 'Homework'.

Remote Learning

Should pupils be required to access their learning at any time electronically, they can do this through Microsoft Teams. Each year group have their own Team where teachers upload lesson materials to subject channels. There are also individual class teams where teachers can share specific materials relating to their classes. Pupils can also message their class teachers through Microsoft Teams if they need help with any element of their studies.

Help and Support

Please find attached the Homework Policy. As always, we remain committed to providing the very best education for all our pupils and we look forward to a thoroughly productive year ahead of us, where we can celebrate their many academic achievements.

If you have any questions, please do not hesitate to contact us at the school via enquiries@ellisguilfordschool.org.uk or Lauren.Hudson@ellisguilfordschool.org.uk

Kind regards,

Mrs L Hudson
Assistant Principal - Teaching and Learning



The Ellis Guilford School Homework Policy (2024/2025)

Homework is an important part of academic achievement for all pupils.

Homework enables pupils to:

- Consolidate and extend learning in lessons
- Prepare for upcoming learning
- Revisit prior knowledge
- Show progress and understanding
- Enhance their study skills and to develop key skills such as time management

As part of the teacher standards, all teachers are required to set homework to consolidate and extend the knowledge and understanding pupils have acquired.

All pupils in KS3 will receive one piece of homework, per subject, per week. Year 7-9 pupils can expect to spend approximately 20 minutes per homework task, per subject, per day. Dance and Drama lessons are timetabled once every two weeks. Homework will be set each week for either drama or dance. It will depend on the lesson you are timetabled during that week.

All pupils in KS4 will receive a minimum of two pieces of homework, per subject, per week. For Year 11 students, this will include a weekly knowledge quiz (issued as a paper document) to prepare students for the interim assessments. Due to the nature of some homework tasks regarding coursework teachers may set one piece of homework with an allocation of 60 minutes per task instead of two separate 30-minute tasks.

At the Ellis Guilford School, homework will be set using knowledge organisers. These are a key resource for pupils; they include the core knowledge required to be successful within subjects. All pupils have their own knowledge organiser booklets which are expected to be brought into school every day, however these can also be accessed on the school website in the following location:

<https://www.ellisquilfordschool.org.uk/main/curriculum/knowledge-organisers>

All homework is logged on Arbor. This is where pupils can see what has been set and what is due. Homework set will predominantly use online learning platforms called Sparx (Maths and English) and Seneca (most other subjects). Teachers will assign quizzes and activities for pupils to do on Sparx and Seneca which will support and enhance knowledge retrieval practice. Pupils should use an electronic device to access the Sparx and Seneca platforms and complete homework. Teachers will be able to access feedback on pupils' responses and use this to plan for future lessons. Pupils should use their knowledge organisers to support the completion of quizzes and activities.



Recording homework

All homework will be recorded by teachers on Arbor. Pupils and parents will be able to see this and will be notified of the date that this homework is due to be handed in.

Homework Achievement

At the Ellis Guilford School we look to promote the success of our pupils and as such, rewards will regularly be given to pupils who continually complete homework tasks. Class teachers will reward pupils who successfully complete homework, with Guilford Gold points. There are weekly prizes for most study time, house points and completion.

Failure to complete homework

Teachers will often plan further learning in lessons on the basis that homework will be completed, and it is therefore extremely important that all homework is completed on time so that all pupils can access all lessons. Teachers will log non-completion of homework on Arbor and will also contact home to arrange additional support.

Help with homework

Pupils can access support to complete homework from their class teacher. They will need to allow themselves time to see their class teacher before the day on which the homework is due. Pupils can message their teachers directly via Microsoft Teams.

Pupils can also access the school library at the following times for additional support and access to books and computers.

Monday – Friday: 3.00pm-4.00pm (first come first served basis due to capacity)

Sparx Maths Homework club is on Monday – Friday Break 1 in G210.

Technical Support

For assistance with log in details for Arbor and Seneca, pupils should speak to their form tutor, Mrs Hudson, or visit A3 at break or lunch times.