



**St Bede's**  
Roman Catholic High School

# **PERSONAL STUDY POLICY**

## PERSONAL STUDY POLICY

### 1. Aim

- To ensure that personal study consistently makes the strongest possible contribution to the promotion of high quality learning and progress

### 2. Objectives

- To ensure that all pupils receive their full entitlement to personal study
- To ensure that personal study contributes to the development of sound study habits
- To foster the development of a partnership in learning between pupil, parent and teacher

### 3. Rationale

Personal Study is set for the following reasons:

- To help pupils make more rapid progress in their learning
- To develop the skill of learning independently
- To develop and extend skills learned in the classroom
- To provide opportunities to extend learning through long term research or investigation
- To allow pupils to use materials and other sources not always available in the classroom
- To involve parents and others in the pupils' learning
- To provide valuable experience of managing time and working to deadlines

### 4. Guidelines

- 4.1 Key Stage 3 pupils should expect 30/90 minutes personal study each night (no more than 3 subjects per night)
- 4.2 In Key Stage 4, the amount of personal study will vary from subject to subject, but for all subjects all pupils should generally have between one and two hours of personal study to complete each night (no more than 4 subjects per night). It is recognised that there will be times when pupils will have substantially more than this amount of personal study and that personal study will, at times, contribute to final GCSE marks.
- 4.3 Personal study must be set for all age and ability groups
- 4.4 St Bede's sets personal study for pupils through an online programme Edulink. This enables pupils to have detailed resources provided for them to complete a range of personal study and also allows parents and carers to see clearly what personal study has been set and to support their child.

## 5 Expectations

### 5.1 Pupils are expected to:

- use Edulink to access homework
- complete all personal study to the best of their ability and within the time allowed
- complete personal study missed as a result of short term absence from school
- ask for help before the deadline if they are experiencing difficulty
- present their work to a high standard

### 5.2 Parents and carers are expected to:

- regularly check their child's personal study on Edulink
- check that personal study has been completed
- support their child by talking about the personal study that has been set

### 5.3 House tutors are expected to:

- encourage pupils to complete their personal study, particularly if there are concerns
- report any concerns or comments to the relevant College Leaders or Academic Leaders

### 5.4 Teachers are expected to:

- ensure that personal study is set according to the published personal study timetable (including through planned absence)
- upload personal study according to the personal study timetable onto Edulink
- ensure that personal study is appropriately challenging
- monitor the completion of homework and the quality of work produced and take action when personal study is not done or is of poor quality
- insist that work is repeated when the standard of presentation is poor or if it is below the standard of which the pupil is capable
- keep a record of non-completion of personal study and report this through the assessment cycle
- inform parents through the blue notebooks or a phone call home if personal study is regularly missed
- keep a record of all personal study set on Edulink
- ensure that instructions about the personal study are clear to pupils
- ensure that as far as possible, that parents have access to feedback so they can encourage and support their child when completing subsequent personal study

- **5.5 Subject Leaders are expected to:**

- ensure that personal study for their subject(s) is set in line with the whole school Personal Study policy
- monitor the setting of personal study on Edulink and keep a record of when this monitoring is carried out and take appropriate action as necessary

### 5.6 The Leadership Team are expected to:

- ensure all pupils are given an induction in how to use Edulink
- ensure that the whole school personal study policy is fully implemented
- ensure a personal study timetable is set for each class
- monitor the setting of personal study on Edulink and the appropriateness of tasks, providing feedback to Subject Leaders on the outcomes
- evaluate the impact of this policy on the quality of learning and progress

### 6 Effective Homework

Personal Study should be:

- varied and interesting
- appropriate to the needs and abilities of the pupil
- well-explained with a clear purpose understood by all
- recognised and rewarded through prompt, meaningful and helpful feedback
- linked to pupil progress
- manageable within the allocated time for the pupil to complete and the teacher to provide feedback

### 6. Links to other policies

Marking and Feedback

SEN