

Personal Study Policy

Version 3.4 DRAFT

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Reviewer:	E. Piazza
Governor Link:	Chair of Learning

PERSONAL STUDY POLICY

East Barnet School, Chestnut Grove, East Barnet, Herts EN4 8PU

A. Statement of Principle

This policy is founded on the principle that all students need to develop a capacity for independent study which will help students develop the skills, confidence, motivation and self-discipline necessary for lifelong learning. We also believe an appropriate personal study programme contributes significantly to the progress and academic achievement of all students.

Parents and carers play an important part in supporting their children to become independent learners by providing a quiet space and opportunity to complete work and by monitoring what and how it is completed. In addition they should contact the school if there are any concerns or questions surrounding personal study. (See Appendix 1: The Purposes of personal study)

B. Requirements

The school undertakes to support the student with personal study in the following ways:

- a. by providing a student planner at the beginning of the year which they use to note down tasks when they are given. It indicates when the work for each subject area is set and when it is due in. Normally students are given up to a week to complete personal study to allow flexibility when completing tasks.
- b. by making instructions concerning personal study clear to everyone in the class and allowing all students sufficient time to record what is expected.
- c. by marking or responding to personal study regularly and in a formative way that is helpful to students.
- d. By providing opportunities for students to reflect and respond to teacher feedback
- e. By monitoring students' personal study and holding students to account if work is not completed to an appropriate standard

2. Monitoring and Evaluating Personal Study

Personal study will be monitored and evaluated in 3 different ways at least once each year.

a. Subject/Faculty Responsibility

All subject areas will undertake a review during the second half of the autumn term to monitor and evaluate the range and quality of personal study being set. This monitoring will be conducted by the Head of Department/Key Stage Co-ordinator. The purpose is to ensure personal study is in line with faculty policy and is of a consistent high quality as well as to monitor how students are coping with the workload. This self-evaluation will generate a summary statement that will refer to the purpose, quality, consistency and amount of personal study being set as well as the quality of teacher assessment. The summary will outline recommendations based on the findings of the self-review. This summary will be circulated to the subject/faculty line manager and available as a point of reference for Head of Year and Senior Leadership Team.

b. Head of Year Responsibility

During the spring term, Heads of Year will undertake a review of personal study being set for their year group. This exercise will assist Heads of Year in their monitoring of student achievement and progress and may well be used as a diagnostic tool to enable student targets to be set. The focus of the Head of Year's monitoring will be determined by data linked to student progress and may involve sampling across the curriculum or an identified subject. A brief summary statement with possible recommendations following this monitoring will be circulated to appropriate line managers and Head of Faculty/Head of Department.

c. Leadership Team Responsibility

The Leadership Team will undertake a whole school review of personal study during the summer term (unless specific concerns have been raised by subject/faculty reviews or Head of Year monitoring in which case a particular subject or year group will be the focus). This review will consist of sampling student planners and book checks as well as interviewing students within or across a key stage. The purpose of this exercise is to confirm the findings from subject/faculty self-evaluations and Head of Year monitoring. The Leadership Team will use the summary reports to inform their review and to support or add to the recommendations for future development.

The Purposes of Personal Study: Why is it important?

Aside from developing the skills of the independent learner, personal study is important for the following reasons:

1. It provides an opportunity for students to demonstrate they want to learn by dedicating personal time to study
2. It allows students to work at their own pace in a style suited to their own learning.
3. It allows a student to review what has been learnt during the day and consolidate that learning.
4. It creates opportunities to use materials not always readily available in the classroom, eg. newspapers, the internet, current affairs programmes.
5. It gives students valuable experience of working to deadlines and prioritising commitments.
6. It gives parents opportunities to monitor their child's progress and engage in their learning.
7. It enables a more complete teacher assessment of student progress.

Guidance for Parents and Carers

Parents and carers should support the completion of personal study in the following ways:

- a. Check that personal study details are filled in clearly and regularly in the student planner.
- b. Help your child organise his or her time to best advantage so that work is not all left to the last minute or even forgotten.
- c. Try to make sure that there are suitable working conditions at home or encourage your children to attend after school clubs.
- d. Take a positive and active interest in the child's work at home rather than just insisting that it is done. Demonstrate to them through praise and support that you value what they are doing.

Let the school know if there are problems with personal study that you cannot resolve. Perhaps your child seems to be doing too much or not enough, or is finding it too easy or too difficult. Contact the form tutor in the first instance who will offer support and advice.

Good practice suggests that the amount of time which should be spent by students at secondary school, on average, on personal study or GCSE course work, should fall within the following ranges:

Years 7 & 8 - 45 to 90 mins per day
Year 9 - 1 to 2 hours per day
Years 10 & 11 - 1.5 to 2.5 hours per day

In years 12 and 13 the amount of work needing to be completed by students will, of course, depend on their individual programmes.

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APPENDIX 3

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Personal Study Information for Key Stage 3 Handbook 2016-17

East Barnet's policy is founded on the principle that all students need to develop a capacity for independent study which will help students develop the skills, confidence, motivation and self-discipline necessary for life-long learning. We also believe an appropriate programme contributes significantly to the progress and academic achievement of all students. Personal study can take on a variety of forms. For example; note making, reading, watching a relevant TV programme, thinking, research, model-making, interviewing family members, drafting or using Digital Technology

The table below is a guideline from each subject area as to what the students will be set. However, the range of tasks set is not exclusive and is evolving all the time. In addition to these tasks, students should be spending additional time reading, researching, thinking, learning and consolidating work covered in lessons.

Subject	Personal study set	Range of Tasks
Art	Personal study is set once every two weeks. Tasks will normally take approximately 30 minutes to complete but can take longer.	A great variety of tasks are set including observational drawing, collage, mixed media work, photography, art history, 3d work, installation etc
Computing	Personal study is set at least twice every half term. Tasks will take approximately 30 minutes.	A variety from worksheet based activities to internet research, project work, sketching designs,

		storyboards, online tests, exercises and evaluations.
D&T	Personal study is set on average every 3 weeks. This will vary with the cycle of the project. Tasks should take approximately 60 minutes	This varies from theory based worksheets, to project work. This will include designing, modelling, evaluating and research
Drama	At least two per term of a project or practical nature.	Students will be asked to research issues, gather material for their lessons and prepare presentations for the rest of the class.
English	Personal study is set per week. The assignment will focus on both reading and writing assessment, and these will reflect the classwork. Students should spend additional time reading and undertake a minimum of 70 minutes per week on English.	Tasks will include reading, analysis, descriptive and transactional writing, research, spelling and grammar revision.
Geography	Personal study is usually set once per week. Tasks will take approximately 30 minutes. There are some weeks when written tasks will not be set as exercise books will be collected in for marking	A great variety from worksheet based activities to research in newspapers/books, interviews, project work, route drawing, map work, sketching features, producing leaflets, and revision for tests.
History	Personal study is set once a week. Tasks will take approximately 30 minutes. However, there are some weeks when written tasks will not be set as	Extended writing (essays, diary entries, etc.); structured questions (e.g. based on analysis of historical sources), research tasks, presentation preparation,

	exercise books will be collected in for marking	independent projects, discussion forums on Fronter, posters, diagrams or leaflets.
Mathematics	Personal study is set once or twice a week. This will either be one longer task taking approximately 70 minute or two shorter tasks taking approximately 35 minutes each.	Personal study will consist of review questions based on work covered in lessons. At other times, it may be an investigation <u>or</u> finishing off a classroom exercise <u>or</u> revision for a test. Students should use the time to read through their notes, reflect on what they have learned and correct any previous errors
MFL French, German & Spanish	Personal study is set once a week. Tasks will take approximately 30 minutes.	A great variety from worksheet based activities to research on the internet, learning vocabulary and dialogues, reading comprehension, grammar exercises, activities on Linguascope/ Languages Online and Quizlet, project work, producing posters, and revision for tests.
Music	Personal study is set once every three lessons. Tasks take approximately 30 minutes	A variety of tasks including: listening and analysing pieces of music, writing commentaries or evaluations for compositions, answering questions relevant to class work, researching

		information and musical styles, revising for tests.
PE	Personal study is not prescribed, however there are many after-school and lunch time activities. Attendance at these is entirely voluntary and is open to those students who wish to improve and/or enjoy a particular activity.	n/a.
RE	Personal study is set once a week. Tasks will take approximately 30 minutes.	Written work, presentation work, research, discussion forums on Fronter.
Science	Year 7 & 8: A formal task is set once per fortnight, This should take approximately 60 minutes. Year 9: A minimum of one task per week, This should take approximately 75 minutes. In addition to this we strongly recommend that students regularly attempt activities that relate to their lessons on SAM learning. SAM learning is also very useful for test preparation	Reading, answering questions, completing classroom/lesson tasks, watching relevant scientific TV programmes, revision, collecting data or materials, use of ICT to research, SAM Learning activities.

KS4 GCSE preparation and personal study

As students move into KS4 they will be expected to become increasingly mature and responsible in how they approach their work. The demands of GCSE are without doubt extensive and therefore it is vital that students are organised and keep up to date with what is expected of them. Final GCSE grades are calculated largely on the results of examinations taken at the end of year 11 Students will be required to undertake practice exam questions, revision for tests and exams and research. A few subjects still have an element of internal assessments known as Controlled Assessments. These assessments are generally completed in class but students may be required to undertake preparation

work for these at home. For each subject taken students will be expected to spend a minimum of about one hour per week working outside of normal lessons, usually at home.

There are numerous lunch time and after school support clubs that are organised by subject areas during both Year 10 and 11 and the library always remains open until 4.30pm for students to continue with independent work after school. Students should use their planners every day to help them organise their workload

The amount of work to be done can be daunting. We hope that by students, parents, carers and teachers working together it will be both manageable and ultimately highly successful.

KS5 Independent Study Guidelines

Students must complete all work to the best of their ability and meet the deadlines set by teachers.

In addition to set tasks, further independent study, background reading, research, preparation work, revision for tests and exams are all essential if students are to achieve good grades and prepare themselves for higher education. Teachers will indicate approximately how many additional hours of study should be done each week. As a minimum, for each hour taught by the teacher, students should spend at least one hour outside of lesson time on their studies. The sixth form study area is available to students until 6pm daily and is open for some days during certain school holidays