

## Holderness Academy & Sixth Form College

### Extended Learning Task (ELT) Policy

**Effective Date:** November 2023

**Date of minuted approval by the Board of Governors:** 18<sup>th</sup> September 2023

**Review Committee:** Local Board

**Review Date:** November 2025

**Owner:** Associate Assistant Head

**Version:** 01

This policy should be read in conjunction with the following policies:

- Teaching and Learning Policy
- Quality of Education Policy
- Behaviour for Learning Policy
- Appraisal and Capability Policy

#### Rationale

We believe our primary focus of teaching should be to foster independence and resilience, which extends beyond the traditional learning environment within school. Independent study or Extended Learning Tasks is learning that students do beyond the classroom that supports their achievement. It is an extension of our planned curriculum.

The Extended Learning Task objectives are to:

- Promote independent learning and develop students' learning skills
- Develop and extend students' learning, knowledge, understanding and application
- Encourage good learning habits to support achievement in all Key Stages, lifelong learning and stimulate independent study
- Give parents/carers opportunities to support and share in their child's learning
- Contribute to raising levels of achievement and building better learner expectations
- Embed and revisit learning to promote recall and retrieval

#### Roles and responsibilities of stakeholders

##### All teaching staff will:

- Ensure the students record the Extended Learning Tasks including the deadline in their planner
- Ensure that the allocated frequency of the setting of Extended Learning Tasks is adhered to and sufficient time is given to complete the Extended Learning Tasks, which allows students to seek help/ assistance before the deadline if required
- Record on Class Charts any Extended Learning Tasks related issues (in line with the Behaviour Policy) and discuss these with the students, parents/carers and the Head of Faculty - 80% and above is deemed as completion of the Extended Learning Task

- Give regular feedback on Extended Learning Tasks, in line with the principles of our Assessment and Feedback policy and use information to inform planning and address misconceptions
- Ensure PP/DA students are identified and sufficient support is offered to ensure access to Extended Learning Tasks
- Ensure Extended Learning Tasks for SEND students are relevant, accessible and differentiated

**All students should:**

- Record Extended Learning Tasks in their planners
- Seek help before the deadline to ensure tasks can be completed to the best of their ability
- Maintain high standards of presentation when completing Extended Learning Tasks
- Hand the Extended Learning Tasks in on time

**The role of the parent/carer is to:**

- Provide a peaceful and calm environment in which your child can complete their Extended Learning Tasks to the best of their ability
- Praise your child when Extended Learning Tasks have been completed and reward on Class Charts
- Support your child with finding answers to challenging work
- Expect deadlines to be met and check that they are
- Check that tasks have been set in line with the Extended Learning Tasks timetable.
- Sign the student planner once a week
- Inform the academy, before the deadline, via the Head of Faculty, if an issue arises

**Extended Learning Task**

The time required for each Extended Learning Task will vary but (as a guide) this will be approximately 15 – 20 minutes at KS3 and 30 minutes at KS4 per subject a week.

We make reasonable adjustment to support our learners who experience additional challenges with their learning and the Special Educational Needs team is available to offer bespoke support.

Extended Learning Task Club can be accessed to support with completing tasks on Monday, Tuesday and Wednesday from 3.00pm - 4.00pm

Extended Learning Tasks will encompass a wide variety of learning activities that can be set both physically and/or online.

- Worksheets
- Online platforms (Seneca, Tassomai & Everlearner)
- Internet/electronic
- Microsoft Teams
- Exercise book/ workbook/ portfolio

Examples of Extended Learning Tasks might include:

- Written
- Drawn
- Research
- Reading
- Discussion
- Review/Revision
- Creative

Holderness Academy use the following online platforms for setting Extended Learning Tasks:

- Senecalearning.com (Accessible to Key Stage 3, 4 & 5)
- [www.tassomai.com](http://www.tassomai.com) (Accessible to Key Stage 4 only)
- Theeverlearner.com (Accessible to Key Stage 4 only)

The following applies to the frequency of Extended Learning Task allocations

### Key Stage 3 – Year 7, 8 and 9

Week A		Week B	
Frequency	Subject	Frequency	Subject
Once per week	English	Once per week	English
	Maths		Maths
	Science		Science
	MFL		
Once every two weeks	Geography	Once every two weeks	History
Half termly	IT	Termly	Creative Arts (Art, DT, DT Food, Drama, Music)

### Key Stage 4 – Year 10 and 11

Week A		Week B	
Frequency	Subject	Frequency	Subject
Once per week	English	Once per week	English
	Maths		Maths
	Science		Science
	Geography		History
	MFL		
Once every two weeks	IT/ Business/ Computer Science	Once every two weeks	Philosophy & Ethics
			PE
		Half termly	Creative Arts (Art, DT, DT Food, Drama, Music)

### Key Stage 5

Students will receive four 'face to face' learning sessions for each course in Year 12 and five in Year 13 per week, which **MUST** be supported by independent study. The rationale is that sixth form students develop research skills, resilience and independence in their study techniques to ensure they are successful in their Level 3 studies and prepare for life beyond the sixth form.

It is expected that appropriate research, question or collaborative tasks will be undertaken during independent study and that where appropriate this activity is directly linked to the next taught session with feedback being given where appropriate (either verbal or written).

It is the expectation that students will do at least as much study for their Level 3 courses at home as in school. This should be evidenced in wider reading around the subject and in activities set formally as Extended Learning Tasks.