



Holderness Academy & Sixth Form College

Extended Learning Task (ELT) Policy

Effective Date: November 2023

Date of minuted approval by the Board of Governors: September 2023

Review Committee: Local Board

Review Date: November 2025

Owner: Assistant Headteacher – Culture & Climate

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 practice and retrieval

Roles and responsibilities of staff, students and parents/carers

All teaching staff will:

- Ensure the students record the Extended Learning Tasks in their planner
- Ensure that adequate time is given to complete the Extended Learning Tasks, which allows students to seek help/ assistance before the deadline if required

- Record on Arbor any Extended Learning Tasks related issues (linked to the Behaviour Policy) appropriately and discuss these with the students 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 on our Assessment and Feedback policy
- Ensure Extended Learning Tasks for SEND students are relevant, accessible and differentiated

All students should:

- Record Extended Learning Tasks in their planners and seek help before the deadline to ensure their understanding to complete the Extended Learning Task
- Demonstrate a commitment to spending an allocated time doing the tasks set
- Complete all Extended Learning Tasks set to the best of their ability
- Maintain high standards of presentation of Extended Learning Tasks
- Hand the Extended Learning Tasks in on time

The role of the parent/carer is to:

- Aim to provide a reasonably peaceful, suitable environment in which your child can complete their Extended Learning Tasks
- Praise and support your child when Extended Learning Tasks have been completed and reward on Arbor
- 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 planner once a week
- Inform the academy if issues arise

Extended Learning Task

The time required for each Extended Learning Task will vary but (as a guide) this will be up to 20 minutes maximum at KS3 and up to 30 minutes maximum 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 are available to offer bespoke support.

Extended Learning Task Club can be accessed to support with completing tasks on Monday, Tuesday and Wednesday from 3pm – 4pm.

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

- Worksheets
- Online platforms
- Internet/electronic
- Microsoft Teams
- Exercise book/ workbook/ portfolio

Examples of Extended Learning Tasks might include:

- Written
- Drawn

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

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 at least four ‘face to face’ learning sessions for each course in Year 12 and 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.