



King's Academy Ringmer

“in pursuit of excellence”

Independent Learning Policy

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IL = Independent Learning

ILT = Independent Learning Task

Date: agreed at FG on 1 February 2021, reviewed in July 2023

Review date: July 2025

1. Policy Statement

At King's Academy Ringmer, we believe that IL is an integral part of each subject curriculum. IL is designed to help our students foster a positive attitude to lifelong learning. The reasons for setting regular ILTs include, but are not limited to:

- consolidating learning
- extending learning
- providing revision opportunities
- allowing students to focus on a particular aspect of a subject that they particularly enjoy
- practising key skills
- allowing for pre-reading of material before a lesson (flipped learning)

Effective ILTs:

- are planned and focussed rather than regular and routine
- include (where possible) a variety of tasks
- are differentiated for all learners
- emphasise quality over quantity
- clearly emphasise the purpose of the task

ILT should be appropriate for the group they have been set for, and differentiated according to a student's individual learning needs. IL will be regularly monitored by subject staff. Some pieces of IL may also be formatively assessed according to the subject assessment criteria. Non-completion of ILT will be followed by the following actions:

- An M4MD (missed deadline misdemeanour) is given and is logged by the subject teacher on Edulink/SIMS as a behaviour point
- The student sits a subject lunchtime detention in the next available lunchtime detention slot for the subject

Effort and results of ILTs will be rewarded with achievement points

2. General Principles

2a. Frequency and duration of independent learning tasks:

As different subjects have different numbers of lesson times over the 2 week timetable, the frequency of ILT reflects this:

Number of lessons/2wks	Frequency of ILTs	Number of lessons per ILT
8-12 (Core)	Every 1 week	4-6
6	2 Every 3 weeks	4.5
4	Every 2 weeks	4
3	Every 3 weeks	4.5
2	Every 4 weeks	4
1	Every Half Term	3

- ILTs should take 30-40 minutes in KS3 and an hour in KS4. Therefore, the duration of ILTs a student receives is approximately:
- 7-8 hours per week for KS4
- 4-5 hours per week for KS3
- Students will be encouraged to learn how to manage their time when working independently, by planning to complete their IL at an appropriate time. It is the student's responsibility to hand work in on time.
- Students are expected to check their Google classroom every day

2b. Google classroom

- All ILTs are put onto the Google Classroom class page by the classroom teacher
- The instructions of the task should be clear and easy to follow
- The expectation of what the student will produce should be clear
- All resources the students will need to complete the task should be available (worksheets, links, information sheets etc...)
- The due date should be set

- Teachers inform the students during lesson time that an ILT has been set and the information is on Google Classroom. If necessary the teacher should make time in the lesson to explain the task in more detail.
- Teachers should allow a minimum of 5 school days for students to complete the task, to allow the students sufficient time to ask for help if needed, and to help students to organise their time.
- Parents/carers will receive an email to inform them that they can sign up for daily or weekly 'Guardian summaries'. The Guardian summaries include all of the work that has been set on Google classroom for the student, any work that hasn't been handed in and work that is due in, in the future.
- The academy will inform parents about the independent learning policy at Parents Evenings, in the academy newsletter and via the academy website.

3. Key Staff Involved:

3a. The Principal

- ensures the implementation of all aspects of this policy
- reviews this policy according to the agreed schedule
- ensures guidelines are available for students and parents on request

3b. The Vice Principal

- monitors the work of the AP responsible for IL

3c. The Assistant Principal responsible for IL:

- ensures teaching staff have opportunities for training and updates
- ensures that new teaching staff are given training on Google Classroom
- liaises with the Network Manager to ensure that user names and passwords are created for new students at the beginning of the academic year
- ensures that reviews and evaluations of the policy are communicated to staff, students and parents
- responds to enquiries from parents and encourages feedback
- works with Subject Leaders to monitor the provision of IL
- reviews the provision of IL in the light of research and parental, staff, and student feedback

3d. Subject Leaders

- ensure that appropriate, regular independent learning is set within the department
- monitor the quality and quantity of independent learning within the department

3e. Subject teachers

- set high quality, regular, appropriate independent learning according to students' needs
- check that students have completed independent learning on time and if necessary, use the appropriate academy sanctions
- contact parents if independent learning is repeatedly not completed

3f. Form tutors

- the first point of contact for parental enquiries regarding independent learning