



16th September 2024

Dear Parent/Carer,

At The Victory Academy we share a common vision to nurture all children to be successful and confident, and to think and act independently. As part of our approach to providing quality-first education in school, we believe that all students should extend their learning outside of the classroom. Current academic research suggests, that homework for secondary students has an “excellent” effect, if done well. This academic year, we will be continuing with our 'Out of Class Learning' initiative.

Out of Class Learning refers to tasks given to students by their teachers to be completed outside of usual lessons – including extra-curricular activities and performances. At The Victory Academy this is viewed as a crucial part of a student’s learning journey. We believe that effective Out of Class Learning can improve learning and help our students to develop lifelong skills. Out of Class Learning at The Victory Academy should broaden, consolidate, extend or deepen the learning experience.

How ‘Out of Class Learning’ will be set

- ✓ Teachers will set Out of Class Learning through Microsoft Teams via Assignments.
- ✓ Students will be able to check their Out of Class Learning and deadlines by logging into their Microsoft Teams account.
- ✓ Parents and carers will receive notifications when Out of Class Learning is set via weekly assignment summaries. Parents and carers will receive emails detailing their student's assignments from the previous week, including the status of turned in or missing work. The summary also includes the upcoming week's due dates so that families can plan ahead. Each student's assignment data is private and only shared with their parent or carer.
- ✓ *If you do not have access to digital devices at home, please inform your Head of Year and we will provide paper resources.*

Time to be spent completing Out of Class Learning or self-directed study

- In Key Stage 3, regular work is set according to the differing demands of each subject and students are encouraged to take responsibility for planning their work at home.
- In Years 10 and 11, regular work is set according to the differing demands of each GCSE subject. Controlled Assessment is an important component of many GCSE subjects and planning and drafting are an integral part of ‘Out of Class Learning’ at this stage.
- In Years 12 and 13, students are encouraged to take much more responsibility for their own learning and Out of Class Learning is linked to individual research/the use of departmental/Teams/library resources/ private study preparation and planning. It is expected that students will complete 12-15 hours per week of self-directed study outside of school time.



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Headteacher: Mr O Owen BSc (Hons)
Chief Executive Officer: Mr S Gardner BA (Hons) MSc NPQH NLE

Magpie Hall Road, Chatham,
Kent, ME4 5JB

T: 03333 602140
E: office@thevictoryacademy.org.uk

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Guide for Expected Hours of Out of Class Learning

Key Stage 3

Time per fortnight *			
Subject	Year 7	Year 8	Year 9
Core subjects (<i>Maths, English, Science</i>)	2 x 30 mins	2 x 30 mins	2 x 45 mins
All other subjects	30 mins	30 mins	45 mins

* Out of Class learning may be divided into smaller time allocations depending on the subject/teacher.

KS4 Out of Class Learning Timetable

The KS4 Out of Class Learning timetable is based on **submission dates** rather than when staff are setting Out of Class Learning. This model has been chosen as it:

- Creates a balanced workload distribution:** It ensures that students do not have all their Out of Class Learning due on the same day, which can be overwhelming and lead to stress or rushed work. By staggering due dates across different subjects, students can manage their time more effectively, balancing their workload over several days.
- Promotes better time management and planning skills:** It helps students develop time management skills by planning when to complete assignments based on their due dates. It encourages students to prioritise tasks, allocate sufficient time for each assignment, and avoid last-minute cramming or rushing through work.
- Encourages consistent habits:** A timetable based on submission dates encourages students to regularly engage with their Out of Class Learning, leading to more consistent study habits. Regular, spaced-out assignments can reinforce learning and help with retention, rather than large, infrequent blocks of Out of Class Learning.



Year 11 Submission

Week A				
Monday	Tuesday	Wednesday	Thursday	Friday
Option D	English	Option C		Option A
Maths		Science		Option B
Week B				
Monday	Tuesday	Wednesday	Thursday	Friday
Option D	English	Option C		Option A
Maths		Science		Option B

Year 10 Submission

Year 10 Left

Week A				
Monday	Tuesday	Wednesday	Thursday	Friday
Option D	Option C	Option A		Science
Maths	English			Option B
Week B				
Monday	Tuesday	Wednesday	Thursday	Friday
Option D	English	Option C	Option A	Science
Maths				Option B

Year 10 Right

Week A				
Monday	Tuesday	Wednesday	Thursday	Friday
Option D	Option C	Option A	Maths	Science
	English			Option B
Week B				
Monday	Tuesday	Wednesday	Thursday	Friday
Option D	English	Option C	Maths	Science
		Option A		Option B

* Students are split into a left and right side of the timetable.

* Out of Class learning may be divided into smaller time allocations depending on the subject/teacher.

* Subject to change after review.



Failure to complete Out of Class learning will lead to:

1. Stage one – Reconciliation with the Classroom Teacher and contact home (via Class Charts) with a new deadline set by the Classroom Teacher.
2. Stage two – If the new deadline is not met, a department reset detention will be set.
3. Stage three – Failure to attend department reset detention will be escalated to a school detention.

Students are expected to:

- ✓ Listen to Out of Class Learning instructions in class and check Teams Assignments daily for Out of Class Learning tasks set and deadlines
- ✓ Complete Out of Class Learning to the best of their ability and hand it in on time
- ✓ Communicate appropriately with the Class Teacher if they are having any difficulties with the work well before the deadline.

Parents/carers can support by:

- ✓ Ensuring that the school has an up-to-date email address and mobile number.
- ✓ Discussing Out of Class Learning with their child in order to help and encourage them.
- ✓ Checking their child's Out of Class Learning when it has been completed – insist on high standards of presentation and remind them of our key question: 'Is it excellent yet?'
- ✓ Notifying the school of any issues or problems that may prevent the completion of Out of Class Learning.

Parents/carers please can you take the following action:

Ensure we have your current email address and mobile telephone number stored on our school system. This should be your primary email address that we will use to communicate Microsoft Teams Assignment summary emails. Please send contact detail updates with the name of your child to: office@thevictoryacademy.org.uk

Yours sincerely

Mr Anderson
Assistant Headteacher (Staff Development and Digital Learning)