



SANDWELL ACADEMY



Homework Policy

July 2023

Document Details

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| Policy Title: | Homework Policy |
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| Description: | This document sets out the roles of the student, parent, subject teacher and Personal Tutor in relation to homework at the Academy. |
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| Contact: | Name: Mr K Hull Title: Deputy Head Email : khull@sandwellacademy.com |
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Change Record

| Version | Date | Description |
|---------|------------------|---|
| 1.1 | July 2010 | |
| 1.2 | July 2011 | Updated by Mrs Povey after change of responsibility |
| 1.3 | July 2014 & 2015 | Updated contact details, formatting in document |
| 1.4 | July 2015 | Spanish added to Key Stage 3 weekly homework. Change from a fortnightly timetable in KS4. |
| 1.5 | July 2018 | Change of contact details Page 5 Addition of MCAS system |
| 1.6 | June 2019 | Review. Addition of Bromcom |
| 1.7 | September 2019 | Addition of Purpose of homework and revision of sanctions for non-submission |
| 1.8 | July 2020 | Change to frequency of homework in years 9 and 10 |
| 1.9 | January 2023 | Change to Student Planner from homework log Adjustment for three year KS3 |
| 2.0 | July 2023 | Change of Personnel Change to section on 'policy for non-submission of homework' |

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1. The purpose of homework

The setting and completion of homework is an integral part of the learning process. Research shows that regular setting and completing of Homework can add an additional five months of progress in learning to a student over the course of their programme of study.

Homework has numerous other benefits for students, parents and teaching staff. These may include;

1. Teaching students about time management
2. Encouraging students to set priorities and stay organised
3. Promoting student independence, perseverance and taking responsibility for their own learning and progress
4. Improving student self-esteem on completion of tasks
5. Helping teachers determine how well students are learning and what progress they are making
6. Stretching and promoting further learning and understanding
7. Creating a form of communication between parents and the Academy and giving parents a chance to see what is being learned in school

2. The role of the student

These guidelines are issued to assist in the organisation and completion of your homework.

- Homework will be set as shown by the Homework Timetable.
- Use your Student Planner to record your homework.
- Write down details of the task you have to do, when it is set, and when it has to be completed.
- If you are not sure about something, ask your teacher to explain.
- Never leave the lesson without understanding what you have to do.
- Show your Student Planner to your Personal Tutor during tutor time to help you to plan the week's work.

The times below are given as a guide to how long each piece of homework should take:

| | |
|-------------|--|
| Year 7 | 30 minutes |
| Year 8 | 30 minutes |
| Years 9 -11 | 30 - 45 minutes |
| Sixth Form | Homework tasks will be set as negotiated with the Course Tutor |

The above times are a guideline. There may be occasions when you feel that you are unable to do a piece of homework because you do not know how to do the task you have been set. You should not worry at home, without your teacher's presence. If this occurs, leave your homework and the next day explain the issue to your Personal Tutor who will advise you what to do next. There may be other occasions when you are enjoying the homework task greatly and you wish to spend more time than the time suggested. This is welcomed and will be recognised by your subject teacher.

You may, if you wish, attend homework Session 3. During this time you will have access to ICT facilities and the support of the Academy librarian, Miss Beddard. Please refer to the Session 3 timetable on the Academy website.

When you have completed your homework task, update your Student Planner to show that it is completed.

Ensure that you, your parents and Personal Tutor sign your planner weekly and, if necessary, comment on the homework in your planner.

If you have a problem with any part of your homework, inform your Personal Tutor who will help you to sort it out.

3. The role of a parent

These guidelines are issued to enable you to monitor your child's homework.

- Homework will be set as shown by the Homework Timetable.
- Your child should show you their Student Planner which will indicate what tasks have been set for homework and when they must be completed.

There should be one or two subjects each day and the times below are given as a guide to how long each piece of homework should take:

| | |
|-------------|--|
| Year 7 | 30 minutes |
| Year 8 | 30 minutes |
| Years 9 -11 | 30 - 45 minutes |
| Sixth Form | Homework tasks will be set as negotiated with the Course Tutor |

The above times are a guideline. There may be occasions when your child is unable to do a piece of homework because they do not know how to do the task they have been set. They should not worry at home. If this occurs, the homework should be left incomplete and the next day your child should explain to their Personal Tutor who will advise them what action to take. There may be other occasions when your child is enjoying the homework task greatly and they wish to spend more time than the time suggested. This is welcomed and will be recognised by the subject teacher.

You may, if you wish, arrange for your child to attend homework Session 3. During this time they will have access to ICT facilities and the support of the Academy librarian, Miss Beddard. Please refer to the Academy website for the Session 3 timetable.

We welcome your support if your child needs help with their homework – but please do not do the homework for her/him.

The tasks should be appropriate to the level and progress of each individual student.

Some homework will be written whilst other homework will involve your child in some research (e.g. visiting a library or conducting a survey).

Please sign your child's planner weekly and, if necessary, make a comment on the log.

If you have any general or specific concerns about your child's homework or work in general, please contact the Personal Tutor immediately.

Parents will be able to view the homework tasks set by a teacher on the MCAS system. Parents will be provided with a password and are encouraged to monitor what homework is being set for their child.

4. The role of the subject teacher

These guidelines are issued to enable you to plan effectively for the homework needs of your students.

You should set homework when you teach a group as outlined in the Homework Timetable. Please note that the end of a Module does not mean 'no homework'.

Ensure that the homework you set is appropriate to the ability and progress of each student. This may mean different tasks being set across the teaching group, or different outcomes being expected from the same task.

The times below are given as a guide on how long each piece of homework should take:

| | |
|-------------|--|
| Year 7 | 30 minutes |
| Year 8 | 30 minutes |
| Years 9 | 30 minutes |
| Years 10-11 | 30 - 45 minutes |
| Sixth Form | Homework tasks will be set as negotiated with the Course Tutor |

The above times are a guideline. Students may attend homework Session 3. During this time they will have access to ICT facilities and the support of the Academy librarian, Miss Beddard. Students should refer to the Academy website for the Session 3 timetable.

As a subject teacher you can encourage student's completion by:

- Use common sense when arranging the completion time for homework. A research task needs several days to gather data, whilst reading a few pages could be done the same evening.
- Make clear, sensible arrangements for work that you want handed in and allow sufficient time for this.
- Ensure that each student clearly understands what the homework task is, exactly what they have to do for satisfactory completion and by when the work must be completed. Students should be aware of the standards required for specific NC/Examination levels.
- **Ensure that all students write down their homework tasks in their Student Planner, clearly** indicating when the task must be completed. You should allow sufficient time for this; it does not need to be at the end of the lesson.
- Upload homework tasks onto the MCAS system on the day that homework is set.
- Be prepared to set extra homework for any student/parent who has requested this through their Personal Tutor. There should always be plenty of work available.
- Ensure that all homework is checked. This could be through peer, self or teacher assessment.
- If a student fails to submit a piece of homework then record it on Bromcom so that the Personal Tutor is aware.

5. The role of the personal tutor

These guidelines are issued to enable you to assist your personal students in the organisation of their homework.

Your students should bring their Student Planner to you in every Personal Tutor session. This forms the agenda for checking their progress and monitoring their performance.

Ensure that students understand what they have to do for each homework task. Where the same task has been set for all students, ensure that each individual knows what is required of them to reach specific levels.

Ascertain whether the students have any difficulties with the homework they have done/been set – with particular reference to differentiation. Any such difficulties should be referred to the subject teacher.

Encourage your students to plan their own homework timetable. This may need to be amended each week, depending on the nature of the homework and the time allowed for its completion. (Research may require a visit to the Library, reading needs to be done in one 'sitting', learning vocabulary may need several revisits during the week).

Students should use the Student Planner to plan when each subject will be tackled. The more able student will not need much assistance in this, whilst the less able will need continued support.

Students must aim to complete homework in good time.

Check the Student Planner once per week. In addition, check the Module Report to ensure the parent has signed and urgently act upon any comments related to homework.

If a student/parent requests extra homework in a particular subject(s) judge for yourself that this would not bring undue pressure on the student, then contact the subject teacher for the work to be set.

You will receive a Bromcom event from subject teachers when students fail to submit homework. **You must urgently act upon this, ascertain reasons and support the student to complete the missing pieces.**

6. Policy for non-submission of homework

In line with the importance placed on the completion of Homework, in supporting student learning and progress, and in conjunction with the Behaviour Regulation and Relationships Policy the following sanctions will be given for the non-submission of homework.

In the event of non-submission of homework, by the agreed deadline, the teacher will record this as a misbehaviour event on the Bromcom management information system. Parents will be notified of the non-submission through the MCAS website (please refer to The Role of the Parent section) and the PT will ascertain reasons and support the student to complete the missing pieces (please refer to The Role of the PT section).

Five misbehaviour events will trigger a Stage 1 Conduct Review (30 minutes).

Any subsequent non-submissions of homework will result in your child's Personal Tutor making contact. At this time they will discuss the importance of completing homework along with any barriers to the submission of homework and solutions will be agreed in order to overcome such barriers.

Persistent failure to submit homework on time will be referred to the Head of Year and the student could be placed on the Academy Behaviour Scale (see Behaviour Regulation and Relationships Policy).

7. THE HOMEWORK TIMETABLE

Key Stage 3 Homework: Years 7, 8 & 9

Students will be set homework by the subject teacher. The following outlines the amount of homework that will be set:

| Subject | Homework |
|----------------|--------------------------|
| English | 30 mins per week |
| Mathematics | 30 mins per week |
| Science | 30 mins per week |
| Spanish | 30 mins per week |
| History | 30 mins every other week |
| Geography | 30 mins every other week |
| Product Design | 30 mins every other week |
| Art | 30 mins every other week |

Computer Science do not set homework but do run Session 3 sessions as required so that students can either access additional support or to catch up.

Parents/Students should refer to the Academy website for the Session 3 timetable.

Key Stage 4 Homework: Years 10 & 11

During KS4, homework will be set by each subject that a student is studying.

To ensure that students are able to plan their time effectively and produce work of a consistently high standard, subjects will set work as detailed below.

A homework should take about 30-45 minutes to complete, but some may require additional time to be given to research or attending a Session 3 activity.

Homework may be set by all subjects each week

In Key Stage 4 subject teachers may wish to set short tasks or revision exercises on a weekly basis. There will also be coursework and longer tasks which may need to be completed over several weeks. BTEC Sport, BTEC Business, and BTEC ICT do not set homework, but may expect students to attend Session 3 as required so that they can either access additional support or catch up on work missed. BTEC Performing Arts students are expected to attend regular Session 3 rehearsals.

In addition, Sparx Session 3 will also run in accordance with the Session 3 Programme by the Mathematics department.

In examination periods homework setting may be subject to change as it will incorporate students' revision timetables. Some subjects may also put on additional revision sessions during Session 3.

Parents/students should refer to the Academy website for the Session 3 timetable.

Sixth Form Homework and Independent Learning Tasks

Sixth Form students can expect weekly homework in addition to Independent Learning Tasks. Homework tasks will be set as negotiated with the Course Tutor and will vary in duration. Students will be given a diary to record their work in and to ensure that they are properly organised.

Sixth Form students will be expected to attend Session 3 as required. This may be for catch up or for support and guidance with coursework or for additional revision sessions.

Independent Learning Tasks should be completed as part of a student's timetabled commitment and should not be considered as homework.