



Sandwell Academy Homework Policy

Policy Title:	Homework Policy
Policy Reference:	SA / Curriculum and Assessment
Description:	This document sets out the roles of the student, parent, subject teacher and Personal Tutor in relation to homework at the Academy.
Status:	Statutory
Category:	Academy / Curriculum and Assessment
Contact:	Name: Mr Moore Title: Deputy Head Manager Email : pmoore@sandwellacademy.com
Version:	V1.5 – July 2018
Other relevant SA policies:	None
Adopted by the Governing Board on:	NA – responsibility devolved to Head
Date for Review:	June 2019

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

Contents Page

Table of Contents

Contents Page	3
THE ROLE OF THE STUDENT	4
THE ROLE OF THE PARENT.....	5
THE ROLE OF THE SUBJECT TEACHER.....	6
THE ROLE OF THE PERSONAL TUTOR.....	7
THE HOMEWORK TIMETABLE	8
Key Stage 3 Homework: Years 7 & 8	8
Key Stage 4 Homework: Years 9, 10 & 11.....	8
Sixth Form Homework and Independent Learning Tasks	9

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 Homework Log 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 Homework Log 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 (Focus on English, Maths, Science and Spanish)
Year 8	30 minutes (Focus on English, Maths, Science and Spanish)
Year 9	30 - 45 minutes
Year 10/11	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, complete homework in the Library between 3.40pm and 5.10pm on Tuesday or Thursday as part of the Session 3 programme.

When you have done your homework task, update your Homework log to show that it is completed.

Ensure that you, your parents or Personal Tutor sign and, if necessary, comment on the homework in your Homework Log.

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

THE ROLE OF THE 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 a Homework Log 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 (Focus on English, Maths and Science)
Year 8	30 minutes (Focus on English, Maths and Science)
Year 9	30 - 45 minutes
Year 10/11	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 complete homework in the Library between 3.40pm and 5.10pm on Tuesday or Thursday as part of the Session 3 programme.

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 the Homework Log when required 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.

From September 2018 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.

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 (Focus on English, Maths, Science and Spanish)
Year 8	30 minutes (Focus on English, Maths, Science and Spanish)
Year 9	30 - 45 minutes
Year 10/11	45 minutes
Sixth Form	Homework tasks will be set as negotiated with the Course Tutor

The above times are a guideline. Students may complete homework in the Library between 3.40pm and 5.10pm on Tuesday or Thursday as part of the Session 3 programme.

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 Homework Log 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. Failure to do this makes it difficult for parents and tutors to support you. Weaker students will need positive support here. In addition, homework tasks need to be uploaded 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 marked promptly before the next teaching session and in accordance with the School Marking Policy.

If a student fails to submit a piece of homework then record it on ePortal so that the Personal Tutor is aware. Repeated failure to complete homework should be reported to parents via the normal channels.

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 Homework Log 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 Homework Log 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 Homework Log once a 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 an ePortal 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.**

THE HOMEWORK TIMETABLE

Key Stage 3 Homework: Years 7 & 8

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
Mathematics	30 mins
Science	30 mins
Spanish	30 mins

From time to time students will be set homework in other subjects. This will be revision for assessments or research.

Following the Year 8 SATs homework will not be set in English, Maths and Science. Students will instead be given additional homework tasks in non-core subjects.

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

KS3 Homework Club is on a Tuesday Session 3

Key Stage 4 Homework: Years 9, 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 minutes to complete, but some may require additional time to be given to research or attending a Session 3 activity.

Year 9 and 10

Maths, English, Science and Spanish every week

Humanities, Option subjects and GCSE PE every other week

GCSE Business, Music, Drama and Performing Arts once per module

Year 11

Homework may be set by all subjects each week

In Year 11 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.

All Years

BTEC Sport, BTEC Business, and 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 upon work missed.

BTEC Performing Arts students are expected to attend regular session 3 rehearsals.

In addition, MyMaths Session 3 will also run in accordance with the Session 3 Programme.

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.

Students are advised to plan their time carefully so that they can continue to take full advantage of extra-curricular activities provided during session 3.

KS4 Homework Club is on a Thursday Session 3

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.