



# Manor Drive Secondary Academy

## HOMEWORK POLICY

**PRESENTED TO GOVERNORS AUTUMN 2022**

Date approved: <sup>1</sup>	8 December 2022
Date reviewed: <sup>2</sup>	
Date of next review: <sup>3</sup>	Autumn Term 2025

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<sup>1</sup> This is the date the policy was approved by the meeting

<sup>2</sup> This is the date the policy was reviewed prior to its approval above

<sup>3</sup> This is the date as set by the policy review clause or the date approved plus two years

## 1.0 PRINCIPLES

Well-designed homework will play a valuable part in a student's education. It offers opportunities for work which is independent of the teacher. Homework tasks may exploit materials, new technologies and sources of information which are not always accessible in the classroom. Homework will take many forms and is an essential complement to the work done in lessons. It is relevant to all Key Stage 3 and Key Stage 4 courses and plays a vital part in enhancing students' learning, reinforcing what it is done in the classroom, encouraging them to take increased responsibility for achieving their goals and increasing their chances of success. Research indicates that good homework has the potential to increase the progress rates and Academic achievement of all students.

Homework is:

- A vehicle for increasing knowledge, developing fluency and enriching core content
- A support to Teaching & Learning
- A message to the community about what we value
- Context and domain-specific
- An opportunity to enrich or inspire

## 2.0 PURPOSE

Homework is set to provide students with opportunities to:

- Extend, develop and practise what was learned in class.
- Prepare for work in class.
- Acquire the ability, confidence and organisational skills to work independently.
- Work at their own pace and ability level, particularly in tackling longer term projects.
- Make use of resources and new technologies outside of the Academy.
- Strengthen Academy-home links in the learning process.
- Revise and reinforce skills and knowledge learnt in the class work.

Homework also helps the teacher to:

- Check that students understand class work.
- Assess students' potential necessary for reviews and examination entry.

Homework will take many different forms including: planning, preparing, revising, learning, reading, speaking, designing, drawing, collecting, re-drafting, improving, researching information and written tasks to consolidate or extend learning.

Some homework tasks will be specific short-term tasks related to the topic at that time and others will contribute to longer-term tasks such as projects, portfolios of work and coursework.

When set, homework will be equitable and accessible for all as part of an inclusive and adaptive teaching environment.

Homework will also act as a mechanism for developing the metacognitive and self-regulatory capacity of all students and enable them to take greater responsibility for meeting deadlines and completing tasks as they move through the Key Stages.

### 3.0 **FACILITIES AND RESOURCES**

The Academy will provide a learning resources area including library facilities during the school day and after school so that students can access resources and suitable conditions for doing homework.

When students join the Academy, parents / carers are given advice and asked to undertake to provide suitable conditions at home for doing homework.

Homework content, task and deadlines are all recorded and monitored using the Bromcom MCAS Homework App.

### 4.0 **PRACTICE**

It is expected that teachers set homework for their classes and that it is of an appropriate level and length for the students concerned. Guidelines will be given by the curriculum area

All areas of the curriculum will set appropriate homework tasks suitable to meet the requirements laid out above; it will be the responsibility of each Curriculum area and the Curriculum Lead to ensure that appropriate homework tasks are embedded in schemes of learning. Feedback will be given on all homework as part of the sequence of learning in which the homework is incorporated

As a general rule:

- Key Stage 3 and 4 subjects will set at a minimum of 1 appropriate homework task every 6 lessons or a maximum of once a cycle; there is no stipulated time limit for completion but the task must be worthwhile and be accompanied with proximal feedback

Students should be given several days to complete the homework but no less than 48 hours. Occasionally it may be beneficial to set Key Stage 4 students' homework to be completed overnight. This would be infrequent and not the norm. Students should talk to their class teacher if completing the homework overnight is not possible.

If a class is split between two or more teachers they should arrange between themselves who is responsible for setting and marking of homework. The Curriculum Lead should be aware of the arrangement.

### 5.0 **RESPONSIBILITIES**

5.1 The student is responsible for:

- Recording all homework tasks in the student planner.
- Recording the completion deadline.
- Completing the work set to the best of his/her ability.
- Handing the completed work in on time.

5.2 The parent / carer is responsible for:

- Providing a suitable place for their son / daughter to do his/her homework.

- Checking the student planner/ Homework App to see what homework is set.
- Encouraging the student to complete the homework on time.
- Contacting the Academy via the tutor or subject teacher if there are any concerns.

5.3 The teacher is responsible for:

- Setting appropriate homework according to the Academy and curriculum area policies.
- Ensuring that there is opportunity for homework to be properly recorded via the planner. For some groups, the homework should be written on the board for students to copy down.
- Using the Homework App to promote homework tasks and deadlines.
- Setting a date for completion.
- Providing opportunities or proximal feedback on homework as part of the sequence of learning and giving helpful and constructive comments.
- Providing time in lesson for students to reflect on and improve their work, based on feedback.
- Taking appropriate action to sanction students who fail to complete homework including contacting parents / carers.

5.4 The Curriculum Lead is responsible for:

- Ensuring that colleagues are aware of both the Academy and curriculum area policies.
- Monitoring that all staff set and mark homework, within the policy guidelines, and taking appropriate action if this is found not to be the case.
- Checking homework is set and completed by students when celebrating student work.
- Asking students about their homework when undertaking student interviews.
- Responding to parents / carers who raise concerns about homework issues.

5.5 The tutor is responsible for:

- Issuing tutees with a student planner and ensuring it is used and replaced when lost.
- Checking student planners regularly to see if homework is being set and responding to any concerns from parents / carers about homework.
- Contacting parents / carers if homework completion or missed deadlines become an issue with a tutee.
- Contacting subject teachers if a student or parent / carer has issues that cause problems with regards to homework.

5.6 The Pastoral Lead is responsible for:

- Ensuring all tutors check and monitor the use of the student planner and the Homework App.
- Following up serious homework issues passed to them by the tutor including contacting parents / carers.

5.7 The Senior Team are responsible for:

- Overseeing the monitoring of homework and its marking by the Curriculum Lead who will provide quality assurance evidence. The setting and marking of homework across the Academy will be monitored by checking student planners

and Homework App use during tutor time, lesson observations, learning walks and liaising with Curriculum Managers about homework issues that arise.

- Discussing homework with students when focus groups are interviewed.
- Providing facilities and resources within the Academy to help students complete their homework.

#### **6.0 SANCTIONS FOR NON-COMPLETION OF HOMEWORK**

- If homework is not completed on time, for a valid reason, then the student will be given a negative Bromcom point and could face escalating sanctions including detentions at lunch, after school and possible internal exclusion.

#### **7.0 MONITORING AND REVIEW OF THE POLICY**

The Local Governing Committee (or responsible committee) will review this policy in line with the procedure for policy review.

##### Date for Review

If no other reason for review (see policy review procedure) this policy will be reviewed in 2 years.