



**Mildenhall College**  
A C A D E M Y

## Homework Policy

**Adoption Date: July 2016**

**Last Reviewed: July 2018**

**Next Review: June 2021**

*This policy is reviewed every three years. It can be reviewed sooner if amendments to legislation or educational practice necessitate a change.*

### Links to other policies:

- **Teaching and Learning Policy**
- **Behaviour for Learning Policy**
- **Checking and Marking Policy**
- **Assessment, Recording and Reporting Policy**
- **Curriculum Policy**
- **Equalities Policy**

## **“Teachers and Parents Working Together to Help Raise Standards “**

### **The Nature and Purpose of Homework**

- To ensure all students make progress
- To consolidate and extend learning from the lesson
- To embed key subject content in long term memory e.g. learning key vocabulary, spellings
- To reinforce, practice and further develop mastery of key skills e.g. calculations
- To engage in wider reading and research in readiness for future learning
- To allow students to gain and practice the skills required for formal assessment and examinations
- To allow students the time and structure to reflect on their learning, correct mistakes and act on feedback to make improvements
- To support students in gaining the skills necessary to become effective learners such as independence, self-discipline, time management and organisation

### **It is the academy’s policy to set homework in all subjects for students of all abilities as appropriate.**

- At KS3 Subject teachers set homework every 4 lessons.
- At KS4 and KS5 homework is set regularly to support learning and to prepare students for exams and coursework deadlines.
- Homework should be timely, purposeful and achievable, giving students the opportunity to embed and develop their learning.
- Homework should be accessible and challenging to all. It must support the vulnerable by:
  1. Giving clear instructions for focused tasks
  2. Providing appropriate resources
  3. Differentiating work to take into account the ability of the student
  4. Taking into account the special educational needs of some students
  5. Starting homework in class to assist with understanding and completion of homework

The marking of homework forms an integral part of our assessment process and where appropriate is marked in line with our checking and marking policy. Homework should be marked and returned to students as soon as is reasonable.

Homework must be recorded in student planners.

### **It is the academy’s policy to help students to organise their homework.**

- Each student is given a planner at the beginning of the term in which homework must be recorded
- The academy will indicate where appropriate to teachers and students the week homework should be regularly set for their classes. This is to avoid overloading students on any one week.
- Occasionally homework may need to be done in between lessons over a number of days. Teachers will try to ensure that students are given clear advice on how to plan and manage completion to meet deadlines.
- The academy provides access to the library before and at the end of the academy day and at breaks and lunchtimes. This allows access to computers and the internet.

### **It is the academy's policy to involve parents in the homework process.**

- Parents should check that homework details are filled in clearly and regularly in the planner. They are requested to sign the planner weekly to maintain regular communication with a student's tutor.
- They should help their child organise his or her time to the best advantage so that work is not left to the last minute or forgotten.
- They should try to make sure that there are suitable working conditions at home and that work is completed at an appropriate time.
- They should take a positive and active interest in their child's work not just insist that it is done.

### **It is the academy's policy to insist on homework being completed to a good standard.**

- We expect completed homework to be given in on time. This gives students valuable experience of working to deadlines and avoids them falling behind.
- Details for the procedure regarding the non – completion of homework are set out below.

### **Expectations**

#### **The Role of the Teacher**

- Sets appropriate homework that has a clear purpose and meets the needs of the student as per the homework timetable setting tasks that involve:
  - a) Preparation for Learning
  - b) Consolidation of Learning
  - c) Extension of Learning
  - d) Reflection on Learning
- Feeds back to the student both verbally and in writing as appropriate
- Gives full and comprehensive instructions to help the student with completion
- Sets deadlines and ensures that they are met
- **For students in KS3: Sets a detention via the *homework list* where a message will be sent home to the parent informing them that their child has a 20 minute lunchtime detention the next available lunchtime.**
- **For students in KS4: Sets a detention via the *homework list* where a message will be sent home to the parent informing them that their child has an after-school detention the same day.**
- **Go to the detention room to ensure the student understands what it is they need to do to successfully complete the homework.**

#### **The Role of the Teaching Assistant**

- To check the homework is accurately recorded in student planners
- To encourage the use of the Library before the start of the academy day and at lunchtimes for homework activities

#### **The Role of the Student**

- To write the homework in their planner
- To complete the homework by the given deadline
- To complete all work to the best of their ability ensuring it is both clear and well presented
- To ask their teacher or parents for further assistance in good time and prior to the deadline
- To accept the consequences of missing deadlines, incomplete or substandard homework

#### **The Role of the Tutor**

- To monitor the recording and completion of homework through the student planner
- To check the planner is signed by the parent/carer and respond to any queries written in the planner

- To conduct meaningful conversations with students who require additional support
- Draw the attention of the relevant House Leader or Faculty Leader to students who regularly have difficulties with homework so that intervention can be put in place

### **The Role of the Faculty/Subject Leader**

- To monitor the quality and quantity of the homework set
- To ensure that the marking of homework is carried out in line with the academy and faculty feedback policies

### **The Role of the Parent/Carer**

- To reinforce the importance of homework as part of their child's learning and progress
- To check the planner for homework
- To support their child to meet the deadlines set
- To take action if and when they receive notice that their child has not completed their homework
- Provide a suitable environment for their child to complete their homework
- Inform their child's tutor if their child is having difficulty

### **Tips to help your child learn**

1. Give your child confidence through lots of praise and encouragement.
  - a. As a parent, you have tremendous power to strengthen your child's confidence - and confidence is vital to learning.
  - b. Provide specific praise that focuses on a particular aspect of their work. Comments such as "I like the way you have..." is more effective than "You're clever!"
2. Read to, and with, your child as much as possible.
  - a. The Government is encouraging parents and carers to read to children, hear them read, or encourage them to read to themselves for at least 20 minutes a day.
3. Make use of your local library.
  - a. Look out for special events and services for children and young people.
4. Visit museums and places you think your child might find interesting.
  - a. Children now have free admission to major national museums and art galleries.
5. Try to set time aside to do homework and encourage a routine.
6. Wherever possible, try to provide a reasonably quiet place for homework (or help them to get to other places where homework can be done).

### **Action on non-completion of homework in KS3 (Years 7 and 8)**

1. Sanctioned with a C1 – recorded in the student planner
2. Teacher sets a homework detention
3. Message sent home to parents informing them of the lunchtime detention
4. Student goes to the detention room at 12.40 for 20 minutes and completes the homework due
5. Any student who fails to attend their homework detention will be collected the following day to ensure the detention is completed. Any form of defiance will result in an Internal Exclusion
6. Subject teachers, Faculty Leaders and tutors should work with all students, and their parents, who persistently fail to complete homework or hand it in late to try to rectify the issue and support learning
7. Staff should seek the guidance of the Vice Principal if they are unsure of the course of action they should take
8. It may be necessary for the teacher to set alternative work for any student failing to complete their homework as it is a key aspect of the scheme of learning

### **Action on non-completion of homework in KS4 (Years 9-11)**

1. Teacher sends an email to the homework email
2. Message sent home to parents informing them of the after-school detention **on the same day**
3. Student goes to the detention room at the end of the day for one hour and completes the homework due
4. Any student who fails to attend their homework detention will be collected the following day to ensure the detention is completed. Any form of defiance will result in an Internal Exclusion until 4.30pm the following day.
5. It may be necessary for the teacher to set alternative work for any student failing to complete their homework as it is a key aspect of the scheme of learning

**We will ensure your child can get home safely and we will also inform you that your child will be staying after school to complete the homework that they did not do.**

**The key stage 3 homework timetables can be found below.**

## Year 7 Homework Timetable

Week 1	<b>03/09/18</b>	English, Maths, Science, MFL, History, Geography, Drama
Week 2	<b>10/09/18</b>	English, Maths, Science, DT/Art, ICT, Music
Week 3	<b>17/09/18</b>	English, Maths, Science, MFL, History
Week 4	<b>24/09/18</b>	English, Maths, Science, DT/Art, Geography, Drama
Week 5	<b>01/10/18</b>	English, Maths, Science, MFL, History, ICT, Music
Week 6	<b>08/10/18</b>	English, Maths, Science, DT/Art,
Week 7	<b>15/10/18</b>	English, Maths, Science, MFL, History, Geography, Drama
Week 8	<b>29/10/18</b>	English, Maths, Science, DT/Art, ICT, Music
Week 9	<b>05/11/18</b>	English, Maths, Science, MFL, History
Week 10	<b>12/11/18</b>	English, Maths, Science, DT/Art, Geography, Drama
Week 11	<b>19/11/18</b>	English, Maths, Science, MFL, Geography, ICT, Music
Week 12	<b>26/11/18</b>	English, Maths, Science, DT/Art, History
Week 13	<b>03/12/18</b>	English, Maths, Science, MFL, Geography, Drama
Week 14	<b>10/12/18</b>	English, Maths, Science, DT/Art, ICT, Music
Week 15	<b>17/12/18</b>	English, Maths, Science, MFL, History
Week 16	<b>01/01/19</b>	English, Maths, Science, MFL, History, Geography, Drama
Week 17	<b>07/01/19</b>	English, Maths, Science, DT/Art, ICT, Music
Week 18	<b>14/01/19</b>	English, Maths, Science, MFL, History
Week 19	<b>21/01/19</b>	English, Maths, Science, DT/Art, Geography, Drama
Week 20	<b>28/01/19</b>	English, Maths, Science, MFL, History, ICT, Music
Week 21	<b>04/02/19</b>	English, Maths, Science, DT/Art,
Week 22	<b>11/02/19</b>	English, Maths, Science, MFL, History, Geography, Drama
Week 23	<b>25/02/19</b>	English, Maths, Science, DT/Art, ICT, Music
Week 24	<b>04/03/19</b>	English, Maths, Science, MFL, History
Week 25	<b>11/03/19</b>	English, Maths, Science, DT/Art, Geography, Drama
Week 26	<b>18/03/19</b>	English, Maths, Science, MFL, Geography, ICT, Music
Week 27	<b>25/03/19</b>	English, Maths, Science, DT/Art, History
Week 28	<b>01/04/19</b>	English, Maths, Science, MFL, Geography, Drama
Week 29	<b>22/04/19</b>	English, Maths, Science, DT/Art, ICT, Music
Week 30	<b>29/04/19</b>	English, Maths, Science, MFL, History
Week 31	<b>06/05/19</b>	English, Maths, Science, MFL, History, Geography, Drama
Week 32	<b>13/05/19</b>	English, Maths, Science, DT/Art, ICT, Music
Week 33	<b>20/05/19</b>	English, Maths, Science, MFL, History
Week 34	<b>03/06/19</b>	English, Maths, Science, DT/Art, Geography, Drama
Week 35	<b>10/06/19</b>	English, Maths, Science, MFL, History, ICT, Music
Week 36	<b>17/06/19</b>	English, Maths, Science, DT/Art, ICT, Music
Week 37	<b>24/07/19</b>	Exams
Week 38	<b>01/07/19</b>	Exams
Week 39	<b>08/07/19</b>	English, Maths, Science, MFL, History

## Year 8 Homework Timetable

Week 1	<b>03/09/18</b>	English, Maths, Science, MFL, History
Week 2	<b>10/09/18</b>	English, Maths, Science, MFL, History, Geography, Drama
Week 3	<b>17/09/18</b>	English, Maths, Science, DT/Art, ICT, Music
Week 4	<b>24/09/18</b>	English, Maths, Science, MFL, History
Week 5	<b>01/10/18</b>	English, Maths, Science, DT/Art, Geography, Drama
Week 6	<b>08/10/18</b>	English, Maths, Science, MFL, History, ICT, Music
Week 7	<b>15/10/18</b>	English, Maths, Science, DT/Art,
Week 8	<b>29/10/18</b>	English, Maths, Science, MFL, History, Geography, Drama
Week 9	<b>05/11/18</b>	English, Maths, Science, DT/Art, ICT, Music
Week 10	<b>12/11/18</b>	English, Maths, Science, MFL, History
Week 11	<b>19/11/18</b>	English, Maths, Science, DT/Art, Geography, Drama
Week 12	<b>26/11/18</b>	English, Maths, Science, MFL, History, ICT, Music
Week 13	<b>03/12/18</b>	English, Maths, Science, DT/Art
Week 14	<b>10/12/18</b>	English, Maths, Science, MFL, History, Geography, Drama
Week 15	<b>17/12/18</b>	English, Maths, Science, DT/Art, ICT, Music
Week 16	<b>01/01/19</b>	English, Maths, Science, MFL, History
Week 17	<b>07/01/19</b>	English, Maths, Science, MFL, History, Geography, Drama
Week 18	<b>14/01/19</b>	English, Maths, Science, DT/Art, ICT, Music
Week 19	<b>21/01/19</b>	English, Maths, Science, MFL, History
Week 20	<b>28/01/19</b>	English, Maths, Science, DT/Art, Geography, Drama
Week 21	<b>04/02/19</b>	English, Maths, Science, MFL, History, ICT, Music
Week 22	<b>11/02/19</b>	English, Maths, Science, DT/Art,
Week 23	<b>25/02/19</b>	English, Maths, Science, MFL, History, Geography, Drama
Week 24	<b>04/03/19</b>	English, Maths, Science, DT/Art, ICT, Music
Week 25	<b>11/03/19</b>	English, Maths, Science, MFL, History
Week 26	<b>18/03/19</b>	English, Maths, Science, DT/Art, Geography, Drama
Week 27	<b>25/03/19</b>	English, Maths, Science, MFL, History, ICT, Music
Week 28	<b>01/04/19</b>	English, Maths, Science, DT/Art
Week 29	<b>22/04/19</b>	English, Maths, Science, MFL, History, Geography, Drama
Week 30	<b>29/04/19</b>	English, Maths, Science, DT/Art, ICT, Music
Week 31	<b>06/05/19</b>	English, Maths, Science, MFL, History
Week 32	<b>13/05/19</b>	English, Maths, Science, MFL, History, Geography, Drama
Week 33	<b>20/05/19</b>	English, Maths, Science, DT/Art, ICT, Music
Week 34	<b>03/06/19</b>	English, Maths, Science, MFL, History
Week 35	<b>10/06/19</b>	English, Maths, Science, DT/Art, Geography, Drama
Week 36	<b>17/06/19</b>	English, Maths, Science, MFL, History, ICT, Music
Week 37	<b>24/07/19</b>	English, Maths, Science, DT/Art, ICT, Music
Week 38	<b>01/07/19</b>	Exams
Week 39	<b>08/07/19</b>	Exams

## **Appendix A**

### **Quick Reference for Staff**

Homework is usually set every 4 lessons in key stage 3 and weekly in key stage 4. Please ensure that it is entered in the student's planner. It is inevitable that some subjects will set project/course work that lasts more than one week. Please enter this for each of the weeks when setting it.

It is important to note the following:

1. Setting homework should be clearly planned as part of a lesson and not done as a last-minute rush at the end of the lesson. Students need clear explanations and must have time to copy the instructions into their planners. Some students may need help/support which could take the form of an appropriate slip/sheet with clear guidance on it. Lower sets could even make a start in the lesson.
2. For most groups, it is important to appreciate that not all students have access to IT at home. The vast majority of students do but not all. Please give advice to those that do not have access about using IT facilities in the academy at before the school day, at lunchtime and possibly after working hours.
3. Parents should be checking planners and do comment on the amount of homework set. Teachers and tutors need to ensure that they check that students are entering the homework set. Faculty Leaders will be monitoring the setting of homework.
4. Homework needs to be purposeful and challenging so that it is engaging and stimulates interest to complete it. Evidence clearly indicates that where homework is utilised in subsequent lessons and assessed in some way with formative feedback then it will be valued by students. It is vital that staff make the setting, follow up and assessment of homework important, including recording evidence in mark books and in any progress reports on individuals.