



Mildenhall College
A C A D E M Y

Homework Procedure

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

Key Stages 3 and 4

Homework is set in all subjects for students of all abilities as appropriate.

- At KS3 Subject teachers set homework according to the agreed programme.
- At KS4 and KS5 homework is set every week 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.
- Homework will be recorded briefly in student planners and in detail on the GO4schools homework module. The Go4schools homework module allows parents/carers to support their child in completing homework.

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 the academy day and at lunchtimes. This allows access to computers and the internet. There is also a targeted HW club at the end of the academy day run by the student support area.

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 homework detention and enters it on the system via GO4schools. **Teachers cannot cancel a detention once set and therefore if you make an informal arrangement you must not add the detention until it is confirmed.**
3. Student goes to the detention room (Rm 21) at 12.40 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.
5. Teachers, Faculty Leaders and Tutors should work with students, and their parents/carers, who persistently fail to complete homework or hand it in late, to try to rectify the issue and support learning.
6. Staff should seek the guidance of their Faculty Leader if they are unsure of the course of action they should take.
7. 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 sets homework and enters it on the system via Go4schools.
2. Message sent home to parents/ informing them of the after school detention **on the same day. Teachers cannot cancel a detention once set and therefore if you make an informal arrangement you must not add the detention until it is confirmed.**
3. Student goes to the detention room (Rm 21) 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 can 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.
6. **The academy will inform parents/carers that the student will be staying after school to complete the homework that they did not do.**

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High academic achievement is only attained through self-discipline. Part of this is recognising the importance of homework and private study at the academy. Successful students must expect to work at home for a minimum of 2-3 hours per AS/A2 level subject per week.

OCR National level 3 students are reminded that the course is equivalent to either one, two or three A-levels and therefore homework/private study is also essential to success.

Students who regularly miss deadlines or who are not making the progress expected may be referred to the Director of Sixth Form to be placed in 'Supervised Study'.