



# SANDWELL ACADEMY



## Homework Policy

September 2024

## Document Details

<b>Policy Title:</b>	Homework Policy
<b>Policy Reference:</b>	SA / Curriculum and Assessment
<b>Description:</b>	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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## 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'
2.1	September 2024	Change of Personnel Change to KS3 homework provision – Seneca introduced and set days introduced Changes to sanctions and rewards Changes to how homework is recorded Changes to how teachers present homework tasks

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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;

**Reinforce Classroom Learning:** Homework at Sandwell Academy aims to reinforce and consolidate the knowledge and skills acquired during classroom lessons. It provides students with the opportunity to review and practice key concepts, ensuring a deeper understanding and retention of the material.

**Develop Independent Learning Skills:** Homework is designed to encourage students to take responsibility for their own learning. By engaging in independent study tasks, students develop essential skills such as time management, self-discipline, and problem-solving, which are crucial for their academic and personal growth.

**Enhance Academic Achievement:** The purpose of homework is to enhance students' academic performance by providing additional practice and exposure to subject material. Through targeted and meaningful assignments, students can improve their proficiency and prepare effectively for assessments and exams.

**Foster Parental Engagement:** Homework serves as a bridge between school and home, fostering greater parental involvement in their child's education. By keeping parents informed about what their children are learning, homework allows them to support and encourage their child's academic progress, creating a collaborative learning environment.

**Ensure Consistent Monitoring and Accountability:** Homework at Sandwell Academy aims to ensure consistent monitoring and accountability by regularly reviewing completed assignments and implementing sanctions for incomplete homework. This approach maintains a high standard of academic discipline, encouraging students to consistently complete their work and stay engaged with their studies.

## 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 -9	30 minutes
Year 10	30 minutes – 60 minutes
Years 11	30 minutes – 60 minutes
Sixth Form	Homework tasks will be set as negotiated with the Course Leader

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.

Key Stage 3 homework will be set on Seneca learning for Spanish, Humanities, Science and English. All Maths homework will be set on Sparx Maths. If students have any problems accessing these online platforms, they should speak to their personal tutors.

You may, if you wish, attend homework Session 3 on a Tuesday, Wednesday or Thursday in ILC 4/5/6. During this time you will have access to ICT facilities to complete any online homework you may have. 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 -9	30 minutes
Year 10	30 minutes – 60 minutes
Years 11	30 minutes – 60 minutes
Sixth Form	Homework tasks will be set as negotiated with the Course Leader

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 on a Tuesday, Wednesday or Thursday in ILC 4/5/6. During this time, they will have access to ICT facilities and the support of the Academy staff. 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.

All homework for Key Stage 3 students will be set on online platforms such as Seneca Learning, Sparx Maths and the online curriculum.

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.

## 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.

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 -9	30 minutes
Year 10	30 minutes – 60 minutes
Years 11	30 minutes – 60 minutes
Sixth Form	Homework tasks will be set as negotiated with the Course Leader

The above times are a guideline. Students may attend homework Session 3 on a Tuesday, Wednesday or Thursday in ILC 4/5/6. During this time, they will have access to ICT facilities and the support of the Academy Staff. Students should refer to the Academy website for the Session 3 timetable.

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

- Displaying the homework slide which outlines all details of the homework you are setting and the date and time this homework is due.
- 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 tasks.
- **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.
- Ensure homework tasks are set on the correct days for Key Stage 3 students as outlined in the homework timetable.
- 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 homework is set on Seneca or Sparx, ensure that results are discussed with students.
- If a student fails to submit a piece of homework, then record it on Bromcom as a **“Non-competition of homework”** log. If a student fails to complete the homework to an acceptable standard, then record this on Bromcom as a **“Incomplete homework”** log.



## 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.

Ascertain whether the students have any difficulties with the homework they have done/been set or have any difficulties accessing online platforms. Any such difficulties should be referred to the subject teacher or Mr Hughes.

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. All homework for key stage 3 students should be written down weekly in planners and will be due on these set days:**

Subject	Homework	Platform
Spanish and ICT	30 minutes	TBC/Seneca Learning
Humanities	30 minutes	Seneca Learning
Science	30 minutes	Seneca Learning
English	30 minutes	Seneca Learning
Mathematics	30 minutes	Sparx Maths

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 notification from a HOY when students fail to complete three homework tasks and a Conduct Review is issued. **You must urgently act upon this, ascertain reasons and support the student to complete the missing pieces**

## 6. Policy for sanctions and rewards 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:

**Bromcom "No Homework" Negative or "Incomplete Homework":** Each instance homework is not completed a "No Homework" negative in the Bromcom system. Staff can issue a "incomplete homework" negative if the task is not fully completed.

**Conduct Review:** When a student accumulates three "No Homework" negatives or five "Incomplete homework" negatives, they will be issued a Conduct Review. This formal review will address the student's homework habits and set goals for improvement, emphasising the importance of completing homework on time.

**Parental Notification After Two Conduct Reviews:** If a student receives two Conduct Reviews for incomplete homework in a half term, a letter home will be sent to inform their parents. This communication will ensure that parents are aware of the ongoing issues and can support their child in improving their homework completion.

**Personal Tutor report card:** Following the parental letter, the student will be placed on a PT report card. This report card will require the student to get their homework checked and signed off daily by the personal tutor, providing additional oversight and accountability.

**Parental Meeting after Third Conduct Review:** If a student accumulates a third Conduct Review for incomplete homework, a meeting will be scheduled with the student's parents, personal tutor, and Head of Year. This meeting will address the persistent issues, develop a targeted action plan, and ensure that parents, tutors, and the Head of Year are collaboratively supporting the student's improvement.

**HOY - Homework Report Card:** Following the parental meeting, the student will be placed on a HOY homework report card. This report card will require the student to get their homework checked and signed off daily by their HOY, providing additional oversight and accountability.

### *Rewards for Homework*

**Bromcom "Good Homework" Positive:** Record each instance of good homework in the Bromcom system

**Accumulations:** Issue a post card after five "Good homework" positives.

**Star student:** A student to be highlighted every week for exceptional engagement with homework

**Enrichment opportunities:** Students who accumulate ten or more positives for homework will be included in rewards trips within the academic year.

## 7. THE HOMEWORK TIMETABLE

### Key Stage 3 Homework (Years 7-9)

The following outlines the amount of homework that will be set:

Subject	Homework	Due day
Spanish and ICT	30 minutes	Monday
Humanities	30 minutes	Tuesday
Science	30 minutes	Wednesday
English	30 minutes	Thursday
Mathematics	30 minutes	Friday

*You will be set homework in other subjects such as Art and DT. The due dates for these will vary so write the instructions clearly in your planner*

Subjects will ensure homework is accessible for all learners and plan for this accordingly.

Student Planners will be used to record homework for each lesson including what needs to be done and when it needs to be completed by. Student Planners must be taken to all sessions. Student planners will be checked weekly by personal tutors to ensure that the recording and completion all homework is the highest standard.

All homework within Key Stage 3 will use the following online platforms:

Subject	Homework	Platform
Spanish and ICT	30 minutes	Seneca Learning / Online Curriculum
Humanities	30 minutes	Seneca Learning
Science	30 minutes	Seneca Learning
English	30 minutes	Seneca Learning
Mathematics	30 minutes	Sparx Maths

Details on how to setup accounts will be shared during the first week back with students. All login details will be recorded in student planners.

Students will be able to sign up to a homework club session 3 on a Tuesday, Wednesday or Thursday if the student does not have access to a computer at home.

## *Key Stage 4 Homework*

Each task, lasting between 30 to 60 minutes, should be designed to provide focused and meaningful practice on key concepts. Homework at this stage should be strategically aligned with the curriculum to prepare students for their GCSE exams, ensuring that they build a robust understanding of the subjects and are well-prepared for assessments.

All Maths homework will be set on Sparx Maths and will be due for completion every Friday. Other subjects may opt to use online platforms to issue homework; students should ensure they write all homework details down in their planners.

### **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 upon work missed. BTEC Performing Arts students are expected to attend regular Session 3 rehearsals.

In addition, homework club will also run in accordance with the Session 3 Programme on a Tuesday, Wednesday and Thursday in ILC 4/5/6.

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.