



St Matthew Academy

HOMEWORK

Policy

Our motto is 'Let your light shine'. It is taken from St Matthew's Gospel and captures our belief in the uniqueness of each individual. Our aim is to ensure that the talents and strengths of each pupil are encouraged, developed and celebrated

Successful, confident learners

High expectations, outstanding achievements

Inclusive, caring, Catholic community

Nurturing talent, cultivating ambition

Excellence for all

Date of Approval	Autumn 2018
Review Date	Autumn 2020

1. Introduction

At St Matthew Academy, we believe that homework is integral to the development and progress of all our children. We expect pupils in every Year Group to be set homework at school and to spend time at home producing homework which reflects their ability and our learning characteristics of independence, versatility, persistence, aspiration and collaboration.

Pupils who take the time to produce good homework have a much greater advantage in making progress and achieving more. Homework which is submitted on time and that meets expectations, will be marked and feedback given. Homework which exceeds expectations will be rewarded in accordance with the St Matthew Academy Rewards Policy. Pupils who submit homework which does not meet expectations will receive a sanction in accordance with the St Matthew Academy Behaviour Policy.

Through developing an effective triangulated partnership between the pupil, parents and the Academy we can ensure that homework is used to boost every child's learning.

2. Homework in the Primary Phase

At St Matthew Academy Primary, we regard the purpose of homework as being to:

- Develop an effective partnership between the Academy and parents and other carers in pursuing the aims of the school and the development of their child
- Consolidate and reinforce skills and understanding, particularly in English and Mathematics.
- Extend school learning, for example through additional reading.
- Encourage pupils as they get older to develop the confidence and self-discipline needed to study on their own, and to prepare them for the requirements of secondary school.

We also recognise that children who have spent a busy structured day at school, need and benefit from time at home to relax and unwind, as well as pursue out of school activities, and simply spend time together as a family. Our position on homework is therefore one of balance. Homework should be used effectively to reinforce and/or extend what is learned in school. Homework tasks should be undertaken to the best of their ability. We ask parents/carers to support their child by:

- Providing a quiet, suitable place to do homework
- Providing help, if needed
- Checking that homework has been completed

2.1 We support our children by:

- Providing an overview for parents on what the homework entails, and some tips on key strategies
- Offering home access to internet based support programmes such as 'Abacus', 'Wordsmith' and 'Bug Club' to support children with key skills in maths and literacy
- Running workshops for parents on how we teach maths and literacy at St Matthew Academy, and how parents can help their child.

3. Homework in the Secondary Phase:

At St Matthew Academy Secondary, we regard the purpose of homework as being to:

- Develop close links between the Academy and parents and other carers in supporting academic progress and the development of their child

- Consolidate and reinforce skills and learning in all subject areas according to a structured programme of work
- To extend learning
- To teach pupils self-discipline, working to deadlines and achieving goals through independent or collaborative study

We ask parents and carers to support their child in completing their homework by:

- Engaging with their children by talking about homework
- Asking to see their child's homework planner and exercise books
- Providing a quiet, suitable place to do homework
- Providing help, if needed
- Checking that homework has been completed
- Rewarding their children for consistently doing their best

3.1 We support our children by:

- Setting regular homework
- Ensuring that homework is differentiated
- Giving plenty of time for homework to be completed
- Providing after school clubs in which homework can be completed
- Ensuring that a range of resources are provided for pupils including in our Learning Resource Centre
- Sharing information about homework with parents at appropriate meetings
- Making sure curriculum information is regularly updated on the Academy website
- Running a compulsory homework club for pupils who are struggling to meet expectations consistently
- Monitoring pupils' homework through the SMA Secondary Homework Procedure (See appendix 1)

4. Secondary sanctions

- Teachers will record a behaviour point for homework deemed to be 'unacceptable' meaning homework which has not been submitted on the due date; homework which is incomplete and homework which is below the standard expected by the class teacher or Subject Leader
- Homework Detentions take place each afternoon from 3.20-4pm
- Tutors are expected to bring pupils in their Tutor Groups with behaviour points for unacceptable homework to the relevant detention – pupils should not make their own way
- An 'Unacceptable Homework' behaviour point is recorded on SIMS and is added to the cumulative behaviour points total for the pupil in question
- *** Homework Detention thresholds to be reviewed on a termly basis by AHT and extended if necessary**

- When a behaviour point has been given for homework deemed ‘unacceptable,’ sanctions will follow according to the procedures outlined below:

<u>Steps</u>	<u>Homework Detentions Issued</u>	<u>Sanction</u>
Step 1	Homework Detention x 1	<ul style="list-style-type: none"> • 1 hour Homework Detention
Step 2	Homework Detention x 4*	<ul style="list-style-type: none"> • Tutor intervention • Letter sent home • SLT Friday Detention
Step 3	Homework Detention x 6*	<ul style="list-style-type: none"> • Letter sent home • Tutor/DoL/AHT speaks with parents • Conversation/meeting recorded on consultation sheet • Saturday Detention issued
Step 4	Homework Detention x 8*	<ul style="list-style-type: none"> • Letter sent home • Compulsory Homework Club in the LRC arranged 3-4.30pm for two weeks • Failure to attend could result in 1 day internal exclusion
Step 5	Homework Detention x 10*	<ul style="list-style-type: none"> • Letter sent home • Pupil placed on the ‘Banned from Homework’ list until further notice • No homework issued • No homework responded to/assessed

Appendix 1

Homework Procedure 2018-2019

- It is Academy policy for homework to be set and feedback given in all subject areas
- Pupils who regularly take the time to produce good quality homework, should be rewarded accordingly by subject teachers and Middle Leaders in line with the St Matthew Academy Rewards procedure
- Teachers will record a behaviour point for homework deemed to be ‘unacceptable’ meaning homework which has not been submitted on the due date; homework which is incomplete and homework which is below the standard expected by the class teacher or Subject Leader
- Homework Detentions take place each afternoon in Rooms S1.3 (KS3) and S1.9 (KS4) from 3.20-4pm
- All teachers are part of the Homework Detention rota and are expected to manage detentions on scheduled dates from 3.20-4pm
- Admin will send out emails reminders at the beginning of the week to teachers taking detentions that week – this is also published in ‘Announcements’
- Tutors are expected to bring pupils in their Tutor Groups with behaviour points for unacceptable homework to the relevant detention – pupils should not make their own way
- An ‘Unacceptable Homework’ behaviour point is recorded on SIMS and is added to the cumulative behaviour points total for the pupil in question
- *** Homework Detention thresholds to be reviewed on a termly basis by IGU and extended if necessary**
- When a behaviour point has been given for homework deemed ‘unacceptable,’ sanctions will follow according to the procedures outlined below:

<u>Steps</u>	<u>Homework Detentions Issued</u>	<u>Sanction</u>
Step 1	Unacceptable Homework on Sims x1	<ul style="list-style-type: none"> • 1 hour Homework Detention
Step 2	Unacceptable Homework on Sims x 4*	<ul style="list-style-type: none"> • Tutor intervention • Letter sent home • SLT Friday Detention
Step 3	Unacceptable Homework on Sims x 6*	<ul style="list-style-type: none"> • Letter sent home • Tutor/DoL/AHT speaks with parents • Conversation/meeting recorded on consultation sheet • Saturday Detention issued
Step 4	Unacceptable Homework on Sims x 8*	<ul style="list-style-type: none"> • Letter sent home • Compulsory Homework Club in the LRC arranged 3-4.30pm for two weeks • Failure to attend could result in 1 day internal exclusion

Step 5	Unacceptable Homework on Sims x 10*	<ul style="list-style-type: none"> • Letter sent home • Pupil placed on the 'Banned from Homework' list until further notice • No homework issued • No homework responded to/assessed
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- IGU and RJO meet on Wednesday morning to calculate the week's Homework Detention letters and relevant sanctions – letters are sent out that day and Directors of Learning notified
- DoLs have the weekly list sent to them on Wednesday so they can track Homework in their Year Groups
- Directors of Learning/Tutors/IGU to follow up on pupils who for whatever reason miss a detention and an appropriate sanction is put in place
- Homework Detention data kept by IGU and RJO – this includes weekly updates on letters to parents, escalation data, Compulsory HW Club attendees and the 'Banned from Homework' list
- Data shared with staff via 'Announcements'
- After an appropriate length of time, IGU to review the 'Banned from Homework' list
- Tutor to meet with parents in regard to banned tutees' attitude to learning, under the direction of the Director of Learning, with a view to the pupil being removed from the list
- Tutor will inform DoL and IGU to issue letter to parents that the relevant pupil can receive homework
- Staff informed via 'Announcements'

Changes to Homework Detention and Compulsory Homework Club Rotas 2018-2019

- One Homework Detention for KS3 and KS4 pupils – currently S1.03.
- One Compulsory Homework Club – currently the LRC.
- Registers will continue to be sent out by Admin electronically **T:\Staff Area\Detentions.**
- Homework is an academic not a pastoral matter, therefore curriculum areas to be responsible for the supervising of HW Detentions and Compulsory HW Club on a rota – for example RE/Humanities would be responsible for supervising HW Detention and Compulsory HW Club for a week and might be followed by Maths the week after. The Head/s of Department would be responsible for agreeing a rota within their departments; ensuring their staff supervise the detention; making sure that registers are returned to Admin and reporting any issues to IGU.
- **HW Detention Rota 2018-2019:**
 - WB 3rd Sept – **English/Media**
 - WB 10th Sept - **Maths/Business**
 - WB 17th Sept - **Science**
 - WB 24th Sept – **RE/Humanities**
 - WB 1st Oct – **PE/ Computer Science and Performing Arts (Dance, Drama, Music)**
 - WB 8th Oct – **MFL/DT/Art**
 - WB 15th Oct – **English/Media**
 - WB 29th Oct - **Maths/Business**

- WB 5th Nov - **Science**
- WB 12th Nov - **RE/Humanities**
- WB 19th Nov - **PE/ Computer Science and Performing Arts (Dance, Drama, Music)**
- WB 26th Nov – **MFL/DT/Art**
- WB 3rd Dec – **English/Media**
- WB 10th Dec - **Maths/Business**
- WB 17th Dec - **Science**
- WB 7th Jan - **RE/Humanities**
- WB 14th Jan - **PE/ Computer Science and Performing Arts (Dance, Drama, Music)**
- WB 21st Jan – **English/Media**
- WB 28th Jan – **MFL/DT/Art**
- WB 4th Feb - **Maths/Business**
- WB 11th Feb - **Science**
- WB 25th Feb - **PE/ Computer Science and Performing Arts (Dance, Drama, Music)**
- WB 4th March - **Maths/Business**
- WB 11th March - **RE/Humanities**
- WB 18th March – **English/Media**
- WB 25th March – **MFL/DT/Art**
- WB 1st April - **Science**
- WB 22nd April – **English/Media**
- WB 29th April - **Maths/Business**
- WB 6th May - **Science**
- WB 13th May - **RE/Humanities**
- WB 20th May - **PE/ Computer Science and Performing Arts (Dance, Drama, Music)**
- WB 3rd June – **MFL/DT/Art**
- WB 10th June – **English/Media**
- WB 17th June - **Maths/Business**
- WB 24th June - **Science**
- WB 1st July - **RE/Humanities**
- WB 8th July - **PE/ Computer Science and Performing Arts (Dance, Drama, Music)**
- WB 15th July – **MFL/DT/Art**

Further Changes to the Homework Procedure

- IGU to maintain records of HW Detentions with support of Admin; raise thresholds when required; draft letters and meet with parents when appropriate.
- Rota for 2018-2019 to be shared in Summer 2.
- Currently, staff are asked to run up to 6 detentions per year – this would reduce the number of detentions staff are expected to run significantly.
- SLT would continue to run HW Detention and HW Homework Club on Tuesday evenings.
- Staff who do not attend the HW Detention or Compulsory Homework Club they have been scheduled to supervise, will be accountable to HoD and/or IGU.
- Homework to be linked to the rewards system – departments to reward pupils for consistently good homework.

- Parents of pupils who consistently produce good homework to receive letter in recognition of their child's effort. Linked to 'outstanding homework' achievement point on Sims.