

St Matthew Academy Secondary Phase Homework Procedure

- It is Academy policy for homework to be set 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 (KS3 & 4) in Room S1.03 from 3.20-4.00pm. The Compulsory Homework Club is currently held in the LRC.
- Tutors are expected to bring pupils in their Tutor Groups with behaviour points for unacceptable homework to the relevant detention
- 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 5*	<ul style="list-style-type: none"> • Tutor intervention • Letter sent home • SLT Friday Detention
Step 3	Unacceptable Homework on Sims x 10*	<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 15*	<ul style="list-style-type: none"> • Letter sent home • Compulsory Homework Club in the LRC arranged 3.00 – 4.30pm for two weeks • Failure to attend could result in 1 day internal exclusion
Step 5	Unacceptable Homework on Sims x 20*	<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

Homework Rota for Key Stage 3

For 2019-20 we are introducing a homework rota for KS3 pupils. **The rota identifies the day that the pupil should complete the homework.** The timetable is being put in place to ensure that pupils have two homework tasks per day to focus on and to get into the habit of always doing them on the same day.

This will support pupils, form tutors and parents/carers in the following ways:

- Pupils will be able to quickly establish a homework routine which is consistent each week and ensures homework is spread evenly across the week. This will promote independent learning skills and ensure all pupils are able to complete homework to the expected deadline.
- Form tutors will be able to monitor the completion of homework for all tutees more easily through planner checks and discussions with pupils. They will also be able to remind all pupils which subjects are to be completed each night. For pupils experiencing difficulties with homework completion their form tutor will be able to offer focused support and reminders.
- Parents and carers will be able to monitor the completion of homework, ensuring their child meets all deadlines. They will be able to use the rota to support their child at home by better organising their time alongside other commitments they have.

The rota is identical for every pupil in the year group and is a 'best fit' rota to suit the timetable for the year. This does mean that for some subjects the day that pupils are expected to do the homework may not be a day they have the subject – for example MFL homework for year 7 is Tuesday but some classes do not have MFL on Tuesday. This means the teacher will set homework on Monday (or even the Friday), the pupil will record their homework in their planner for the Tuesday slot and the teacher will decide on the date the homework is due.

The rotas are detailed below and DOL will issue these in poster form for tutor noticeboards.

Year 7 hwk timetable	Monday	Tuesday	Wednesday	Thursday	Friday
Subject 1	Science	English	Maths	Humanities	Religious Education
Subject 2	Numeracy	French/Spanish	Performing Arts & Computer Science Carousel	Literacy	Technology Carousel

Please note that the rota indicates the day the homework should be completed – teachers may give the homework task on the day or before the day of completion. Pupils must record full details of the homework task in the planner on the correct day (as indicated above) and also record the date the homework is due to be handed in. Form tutors are expected to regularly check that pupils are recording homework accurately in their planner and should remind pupils every day which subjects they should be completing their homework for.

Year 8 hwk timetable	Monday	Tuesday	Wednesday	Thursday	Friday
Subject 1	Maths	Religious Education	Science	English	Spanish
Subject 2	Technology Carousel	Literacy	Geography	History	Performing Arts & Computer Science Carousel

Please note that the rota indicates the day the homework should be completed – teachers may give the homework task on the day or before the day of completion. Pupils must record full details of the homework task in the planner on the correct day (as indicated above) and also record the date the homework is due to be handed in. Form tutors are expected to regularly check that pupils are recording homework accurately in their planner and should remind pupils every day which subjects they should be completing their homework for.