

MANCHESTER ENTERPRISE ACADEMY

HOMEWORK POLICY

Pending Approval By:	Project Steering Group
On:	15th July 2009

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Homework Policy

1.0 Introduction

- 1.1 Homework plays a vital role in raising the standards of achievement of students of all ages and is an essential part of the way in which the Academy prepares students for both examinations and lifelong learning.

2.0 What is Homework?

- 2.2 Homework refers to any work or activities which students are asked to do outside lesson time, be it at home or in the academy.
- 2.3 Homework should not prevent students from participating in activities after academy hours such as sport, music or clubs of any kind.
- 2.4 Homework should not impact adversely on the home life of each student.
- 2.5 The Academy recognises that the environment in which students complete homework varies significantly so will make every effort to help the home create conditions conducive to learning or to provide alternative arrangements within the Academy.

3.0 The Purpose of Homework

- To encourage students to develop the confidence and self-discipline to work on their own, an essential skill for adult life.
- To help them develop the independent learning skills of research, planning and self-review
- To consolidate and reinforce curriculum specific skills and understanding.
- To extend academy learning, for example, through additional reading.
- To enable students to devote time to particular demands such as GCSE / B. Tec/Diploma coursework or project work.
- To support the home/academy relationship.

4.0 Guidelines to the Amount and Setting of Homework

- 4.1 All students are issued with a homework timetable. This indicates the day that subjects will set homework. Occasionally subjects will set homework outside of this timetable but will not expect it to be completed for the next day. This is not always possible, however, in years 10 and 11 when preparing for examinations.
- 4.2 Students are also provided with a planner at the beginning of each academy year in which to record their homework. It is the responsibility of the student to

ensure that homework is submitted to the Learning Tutor on time. If students are absent when homework is set, it is their responsibility to find out what they have missed and catch up. The planner should be signed by parents/carers each weekend and by Guidance tutors on a weekly basis. Students are expected to have their planners with them in all lessons.

4.3 The time devoted to homework should increase as the student progresses through the academy.

4.4.1 Time spent on homework or GCSE (or equivalent) coursework should fall within the following ranges:

Years 7 and 8	45 to 90 minutes per day
Year 9	1 to 2 hours per day
Years 10 and 11	1.5 to 2.5 hours per day

4.5 Homework will be differentiated where necessary to take into account individual needs.

5.0 Types of Homework

5.5 Homework might include such things as:

- Writing assignments
- Learning assignments
- Preparing a presentation
- Reading in preparation for a lesson
- Finding out information/researching a project
- Working as part of a group on a joint project

5.6 It is important that students should have frequent and increasing opportunities to develop and consolidate their competence as independent learners.

5.7 The Academy is also aware of the **Government's e-strategy** to set the expectation that every student should have access to a personalised online learning space with the potential to support an e-portfolio where parents/carers will be able to see the achievements of their children and support them in achieving their targets. The Academy will strive to achieve this.

6.0 Non-Completion Of Homework

- 6.6 When homework has not been done, appropriate action will be taken by the academy to encourage its completion to a satisfactory standard. Initially this could involve support sessions with tutors and Learning Tutors but if repeated this could include a break time, lunchtime or an after-academy detention. Parents/carers will receive at least twenty-four hours notice in writing, via their child, email, post or other preferred method of contact, of the after-academy detention so they can make arrangements for their child to get home safely. The after-academy detention will last no longer than one hour.

7.0 Academy's Responsibilities

- 7.1 The subject teacher is responsible for setting appropriate homework and marking it regularly. In addition they are responsible for helping students develop the skills needed to be effective autonomous learners. S/he should check that students are recording details of homework set in their planners. In Years 7-9 homework should be set to ensure that there is more than one night in which to do it. This allows students to plan their time, participate in out of academy activities if they wish, and still be able to do their homework. Due to exam requirements in other years this may not always be possible.
- 7.2 As the Academy moves towards the use of e-portfolios and an online curriculum, homework tasks will be accessible via the internet.

8.0 Special Educational Needs

- 8.8 In setting homework for students with SEN it is important to balance the right of students to share fully in the work of the class, including homework tasks, with their individual learning needs which may include consolidation and reinforcement of specific skills. Homework tasks should be differentiated and achievable, with consideration being given to how long a task will take to complete. Involvement of parents/carers is crucial to ensuring that students are meeting their agreed targets. Learning Tutors need to make sure that homework is recorded in planners accurately.

9.0 Parents'/Carers' Role In Homework

- Parents/carers should support students with their homework but accept that their role will become gradually less important as students become more responsible and independent.
- Parents/carers should try and provide a reasonable place where students can work or encourage them to make use of the school's facilities.
- Parents/carers should encourage students to meet homework deadlines.
- If parents/carers feel that insufficient or too much homework is being set, they should contact the tutor who will investigate the situation.

- Parents/carers should make it clear to students that they value homework and support the school in explaining how it can help them to progress.
- Parents/carers should encourage students and praise them when homework is completed.

10.0 Students' Responsibilities

- Students should always carry their Planners with them.
- Students should record the homework set and date due in even if they have written it in detail in their exercise book.
- Students need to accept that deadlines must be kept.
- If students are absent, they need to find out what work has been missed and catch up on it. Being away on the day that homework is set is not an excuse for not doing it.
- Problems with homework should be resolved before the deadline. If necessary students should see the member of staff concerned for help.
- Students should take a pride in doing their best.

11.0 Monitoring and Evaluation

- 11.1 It is the responsibility of the Director of Learning to monitor the marking and setting of homework by members of their department. Departmental homework policies should be reviewed regularly in the light of any changes to the whole school policy. It is the responsibility of Guidance Tutors to monitor planners and gain an overview of the setting of homework for their form. It is also the responsibility of Directors of Progress to monitor planners to gain an overview of the setting of homework for their Year group and to ensure that planners are being signed regularly by parents/carers and Guidance Tutors.

12.0 REVIEW: This Policy will be Reviewed Annually.

Adopted by the MEA On _____

Chair of Academies Trust Board _____

Principal _____

Review date _____