



MANCHESTER ACADEMY HOMEWORK POLICY 2017-2018

For Office Use Only

Date of last review:	Sept, 2017	Target Audience:	All staff / governors / parents and carers
Date of next review:	Sept, 2018	Reason for version change:	Updated for 2017 – 18 academic year
Review period:	1 Year	Name of owner/author:	John Velasco
Version number:	3.0	Name of individual/department responsible:	JVE

Aims:

At Manchester Academy we believe homework is an essential for learning and progress. Homework will contain an element of independent work, individual thinking and enquiry although the content and activity type are likely to be determined by the subject. Teachers at Manchester Academy will set frequent, challenging and assessed homework in-line with this policy. Homework will be set which is appropriate for the age and stage of pupils that consolidates learning, deepens understanding and prepares pupils for work to come. Homework will reflect individual pupil needs and help progress learning in the classroom.

Homework enables students to:

- Identify areas for development and give them the opportunity to improve their learning.
- Develop interests of their own
- Extend topic breadth
- Prepare for new learning activities
- Develop learning skills such as independence and resilience.
- Demonstrate progress and understanding of a specific topic or subject
- Engage parental communication and support

At **KS4 (year 10 and 11)**, all examinations, contribute to student's final grade and take place in the summer term of year 11. As such, it is crucial that all students in KS4 periodically and frequently review the material covered during lessons in order for them to retain the quantity of information required for success in these terminal examinations.

Homework tasks

Homework tasks can include a variety of tasks that will support learning and progress. Below are some examples of tasks, although this is not a complete list

- Composing answers – making improvements using a mark scheme
- Past examination papers.
- Reporting on an event or experience, for example, visiting a museum with parents/guardians
- Reading, accompanied by a comprehension activity
- Written work, for example producing a piece of extended writing or completing a worksheet
- Revisiting old topics – draft / re-drafting work
- Coursework/assignments/revision (revision guides are available from departments)
- Research and describe to others
- Converting written text or graphs into other formats.
- Creating revision materials – e.g. concept maps.
- Homework online e.g. in Maths MyMaths.

Expectations and Communication

Teachers must ...

- Set homework which is age and stage appropriate to consolidate or extend learning and skills developed in class
- Provide resources for absent students to complete any missed class-work
- Ensure homework is differentiated to enable access and challenge
- Provide homework in accordance with the homework timetable
- Ensure that tasks are clearly identified as homework in the class book or student folder if it is to be completed elsewhere
- Give clear instructions on what is expected, providing additional guidance if required
- Set realistic deadlines (1-week turnaround is recommended)
- Mark and return all homework with feedback promptly in accordance with the school marking policy
- Use grades from homework to plan future learning activities
- Issue rewards or sanctions as set out in policy
- Ensure homework is uploaded onto Show My Homework
- Ensure students record homework in their planners with the title of the homework and completion date.
- Teachers must ensure if required students have hard copies of any resources to complete homework.
- Ensure the homework is marked either by the teacher-, peer- or self-assessment
- Keep a record of homework set and completion grades
- Teachers can support students with clear completion instructions and further assistance in completing homework – please do so as this will increase the frequency of completion.

Show My Homework can be accessed through the home page of the school website: <http://www.manchester-academy.org>, or through our staff portal.

Click on the Show My Homework icon:

Login using your Manchester Academy email address and SMH password (or follow the instructions for forgotten password).

Click on the 'Set Homework' link and follow instructions.



If you need assistance please contact jvelasco@manchester-academy.org

Curriculum Area Leaders must...

Ensure high quality homework is set in accordance with the time-table. Monitor and Ensure there are high quality subject specific materials on Show My Homework each week. Run a report each half term using the SMH reporting function to monitor the frequency of homework setting. Conduct student voice (during drop-ins) and work scrutiny, to monitor the suitability of homework. Provide feedback and support to individual teachers in relation to homework in-line with typicality grading.

Curriculum Area Leader will also:

- Set departmental expectations to ensure teachers can fulfill responsibilities described above. This may involve providing a homework scheme or resources.
- Co-ordinate CPD through showcasing exemplary practice in homework within the department
- Monitor homework completion rates for their Curriculum Area – support students / classes not completing homework
- Identify and support colleagues failing to meet this policy, liaising with J. Velasco where appropriate

Students must

- Have their planners on the desk in each lesson
- If absent, ensure they have completed any missed work
- Listen to the teacher when giving homework instructions in class and ask questions if it is not clear
- Ensure homework is completed to the best of their ability and handed in to meet deadlines
- Attempt all homework and if they have difficulties they must liaise with the teacher prior to the deadline

Students must also....

Record the instructions and deadline for all homework in planners. Write the details under the day it is set and the subject name on the page corresponding to the day of the deadline. If students need to, they can check details on SMH by viewing the homework on the homework calendar.

Write the title "Homework" if completing the task as a hard copy to identify it as being completed out of class. Complete the homework by the specified date.

Form Tutors must...

Check student's planners weekly to ensure students are recording homework and getting planners signed. Liaise with parents if this is not being done.

Support students in organising their planners to ensure homework is completed and deadlines met

Year Director must...

Ensure form tutors are checking planners and support in liaising with parents where required. Monitor homework completion rates for their year group – support students not completing homework. Ensure form tutors are checking planners. Work with the pastoral support workers to support students in attempting homework by directing students to school facilities or liaising with parents when required.

Pastoral support workers must ...

Use SIMS to identify students persistently failing to complete homework and supporting when necessary to overcome any barriers, including in after-school interventions.

SLT must ...

- Monitor the quality and frequency of homework when completing learning walks or drop-ins.
- Feedback to teachers and CALs - support departments to achieve high rates of homework completion where appropriate.

Role of Parent / Carers ...

- Encourage / support your child to complete homework to the best of their ability.
- Provide an appropriate place to work at home or arrange an alternative location
- Work with your child to identify specific times for homework
- Check your child's planner and when required, Show My Homework, found on: <http://www.manchester-academy.org> to assist your child in organising their work and encouraging them to complete all tasks
- If necessary, provide feedback to the school via your child's planner
- Check homework content and presentation – sign planner each week.

Homework Completion

Support

Some students may find it difficult to complete work at home and therefore Manchester Academy has a number of rooms available with computer access for students to use during social times and between 2.45-3.45 pm each day. We also have a number of homework clubs in which students can access support from teachers if required. For example, each day from 2.45-3.45, the library will be open to support students in the completion of homework.

Rewards

- Students will receive lesson merits following a good effort in completion of homework
- Homework of exceptional quality will be passed onto SLT, department heads or heads of year for further recommendation, including: additional rewards points, principal's breakfast
- Exemplar homework may be shared with the class or put on display
- Increased progress and academic attainment
- Improved resilience and study skills which will lead to long-term success

Sanctions

- If a student fails to provide completed homework a demerit will be given by their class teacher.
- Consistent lack of homework will be reflected in parental reports
- Students can complete homework in a teacher detention

- For students who repeatedly fail to complete homework, parental contact will be made by the form tutor, head of year and SLT if required in order to support completion through detention

Impact

The impact of the homework policy will be monitored through completion rates student voice and increases in attainment/progress. Feedback will be provided at Parent Forum and Parent / Carer Evenings.

The aim for 2017-18 is to achieve high and sustained homework completion rates for all students at Manchester Academy and for this to have a significant effect on all student outcomes.

Homework Timetable:

A daily version of the timetable below is will be displayed on plasma screens around the school. We have initiated a homework timetable in order to create an even and manageable distribution of work for students. The recommended duration of homework for students at Manchester Academy is determined by the head teacher and in-line with national averages:

Core subjects will receive homework once per week. Non-core will be once per fortnight.

KS3 (Years 7-9)	45-90 minutes per day
KS3 (Year 9)	60-120 minutes per day
KS4 (Years 10-11)	90-150 minutes per day

At KS4, each homework task should take around 1h15 min to complete (allowing for additional time to attend after-school sessions). At KS3, each task should take around 30 minutes to complete. The use of a timetable also facilitates quality assurance procedures in tracking homework allocation. Parents will and students will be able to use the timetable as a framework to plan regular homework sessions.

Each week, students will be given homework in Mathematics and English in addition to other subjects. This reflects the significance of literacy and numeracy across the curriculum and the necessity to study these subjects up to the age of 18 or until a level 2 pass is awarded.

Year 7

Each week, all year 7 students will receive homework in:

- **English** on a **Tuesday**
- **Maths** on a **Thursday**

Every Blue Monday, all year 7 students will receive **Science** homework.

Please see below, homework timetable for other subjects. Letters after the subject – indicate teaching group.

Year 7 WEEK	Monday	Tuesday (English)	Wednesday	Thursday (Math)	Friday
RED	SPANISH (A, B, E) ART (D, G2) FRENCH (F) C.V. (G1)	FRENCH (A) ART (B, E, F) SPANISH (C) C.V. (D) TECH (G)	GEOG (B, D) HISTORY (C) TECH (E, F) ENGLISH / HUMANITIES(G)	GEOG (A) C.V. (C, E) COMP (D, G) SPANISH (F)	HIST (A, B, F and G2) FRENCH (C, E) ART (G1)
BLUE	SCIENCE	HIST A) COMP (B) SPANISH (D) ART(E, F) TECH (G)	COMP (A, C) FRENCH (B) GEOG (D, E) C.V. (F) ENGLISH (G)	C.V. (A) GEOG(B) HIST (C, D) FRENCH (E) SPANISH (F) LIT (G)	TECH (A, B) GEOG (C) COMP (D, E, F) HUMANITIES (G)

Year 8

Each week, all year 8 students will receive homework in:

- **English** on a **Thursday**
- **Maths** on a **Friday**

Please see below, homework timetable for other subjects. Font colour indicates which week it is set. Letters after the subject – indicate teaching group.

Year 8 WEEK	Monday	Tuesday	Wednesday	Thursday (English)	Friday (Maths)
RED	TECH (A, B) ART (C) CV or GEOG (D, E, F) MATHS (G)	COMPUTING (A, B, C) LIT (D, E, F) ART (G)	ART (A) COMPUTING (G)	ENGLISH (A*) MUSIC (B**) TECH (C, D, G) COMP (E)	HIST / GEOG (A, B, C) ART (D) TECH (E, F) ENGLISH / HUMANITIES (G)
BLUE	SCIENCE (A, B, C) COMP (D, E, F) MATHS (G)	SCIENCE (D, E, F, G)	FRENCH / SPANISH (A, B, C, D, E, F) HISTORY (G)	DRAMA (A**) ART (B*, D) MUSIC (C**) TECH (E, F)	MUSIC (A) ART (B) DRAMA (C**)

				MATH (G)	HISTORY / GEOG (D,E, F) HUMANITIES / LIT (G)
--	--	--	--	----------	-------------------------------------------------------

(*) Additional English homework may be given

(**) Long-term Project

Year 9

Each week, all year 9 students will receive homework in:

- **Maths on a on a Monday**
- **English on a Tuesday**
- **Science on a Wednesday**

Please see below, homework timetable for other subjects. Font colour indicates which week it is set. Letters after the subject – indicate teaching group.

Year 9 WEEK	Monday (Maths)	Tuesday (English***)	Wednesday (Wednesday)	Thursday	Friday
RED	COMPUTING (A-H)	FRENCH / SPANISH (A-F) TECH (G-H)	SCIENCE (A-H)	ART (C-D) LIT (E-H)	TECH (A, B, C, D) ART (E, F1) GEOG (E, F2) HIST (G, H)
BLUE	HISTORY / GEOG (G-H)	FRENCH / SPANISH (A-H)	SCIENCE (A-H)	GEOG / HISTORY (A, B, C, D, E, F, G, H)	ART (A-B, F)

(***) 9EH1/En1 on a Wednesday

Year 10

Red Week Timetable

Monday	Tuesday	Wednesday	Thursday	Friday
English	Option C	Computing	Maths	Science

Blue Week Timetable

Monday	Tuesday	Wednesday	Thursday	Friday
English	Option B	Option A	Maths	Science

Year 11

Red Week Timetable

Monday	Tuesday	Wednesday	Thursday	Friday
English	Science	Option B	Option A	Maths

Blue Week Timetable

Monday	Tuesday	Wednesday	Thursday	Friday
English	Option C	Option B	Option A	Maths