



**THE  
BURGESS HILL  
ACADEMY**

Our ref: ASE/MKR

19th September 2016

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Principal: Mr Jon Francies

Dear Parent/Carer,

Re: Year 7 Homework and Class Charts

I hope your son/daughter is settling in well to secondary school life at the academy. I write to inform you of the process regarding homework that we currently have in place for years 8-10 and which will be put in place for year 7 students from Monday 26th September. Students will be briefed about this during the week so that they are fully aware of how the system works.

Our expectation is that all students will complete to a suitable standard the homework that is set by their class teachers and ensure this is handed in on time. Teachers will set appropriate homework tasks and give students at least 24 hours to complete them. In order to positively support students and minimise homework completion issues we have the Learning Resource Centre open until 5 p.m. each evening, Monday to Thursday. Any student who does not have appropriate access to the required resources at home can ensure homework is completed in school at the end of the day before coming home.

We have adopted a 'zero tolerance' approach to this expectation. Should a student fail to complete homework, fail to have the homework with them to hand in or have not made a suitable attempt in the teacher's opinion by the deadline set, an half-hour detention will be set for 3 pm that same day. We would ask you to check every evening that your child has the requisite homework completed and packed ready to be handed in for the next day. Should they not, then you will know in advance that they will be kept behind after school. If your child receives detentions from two subjects in one day they will be kept until 4 pm, however, should it be more than two subjects, the detentions for those subsequent will be arranged for the following day.

We will send an email to parents of students who have been given a detention to inform that they are being kept behind at the end of the day. For those students put in detention in morning lessons the email will be sent around lunchtime; for those put in detention in afternoon lessons the email will be sent before 3 p.m. each day. If we have been unable to contact you by email we will use other contact details to get in touch. If you have any concerns about the whereabouts of your child in respect to the homework detentions, towards the end of the school day reception staff will have a list of students who should be attending the detention. If there are any issues regarding this process I ask that you contact reception as soon as possible to allow us maximum time to sort the situation.

.....continued



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Currently we expect students to record homework tasks in their diary, but in the coming few weeks, we will put in place computer software called 'Class Charts' that will allow students and parents to access all homework tasks using an internet login and, soon after, via an 'app' which will be available to download onto a smartphone. We will confirm the arrangements for this and login details in due course. As well as access to homework via 'Class Charts', there will also be achievement and behaviour information and attendance data.

We all want students to perform at their best both in school and through their studies away from the classroom and this will go some way to furthering this aim. Thank you for your support with this process.

Should you have any comments regarding this process then please email me at [asnape@theburgesshillacademy.org.uk](mailto:asnape@theburgesshillacademy.org.uk).

Yours sincerely

A handwritten signature in black ink, appearing to read 'A Snape', written in a cursive style.

Mr A Snape  
Assistant Headteacher