



# THE BURGESS HILL ACADEMY

Our Ref: ASE/MKR/Homework

Station Road, Burgess Hill,  
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Principal: Jon Francies

30 October 2017

Dear Parent/Carer,

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 put in place for year 7 students from Monday 30th October.

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.

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 3pm 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 the next day.

During the day, we will send an email to parents of students who have been given a detention. 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 are 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. If your child receives detentions from two subjects in one day they will be kept until 4pm, however, should it be more than two subjects, the detentions for those subsequent will be arranged for the following day.

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We have in place computer software called 'Class Charts' that will allow students and parents to access all homework tasks using an internet login or via an 'app' which is available to download onto a smartphone. Login details for parents and students have been sent previously.

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 [office@theburgesshillacademy.org.uk](mailto:office@theburgesshillacademy.org.uk).

Yours sincerely

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

Mr A Snape  
Senior Assistant Principal