

Non-completion of home learning - Process September 2025 (for Y7-Y11)

- ❖ All Home Learning must be set on Google Classroom
- ❖ Tasks must be accessible, purposeful and relevant
- ❖ Deadlines must be timely, clear and reasonable

Each department should adapt the process as is necessary, as long as the principles of the process are maintained to ensure clarity and fairness.

Stage	Action 1	Action 2 (if work not completed)	Follow up (if work not completed)
Stage 1 1st home learning task not completed	<ul style="list-style-type: none"> Teacher has conversation in/after the lesson Student given one opportunity to hand in work by the end of the next day 	<ul style="list-style-type: none"> If the task is still not completed - teacher completes behaviour log on Arbor (HL1) 	End of each week: <ul style="list-style-type: none"> HL logs to be sent to Curriculum Leaders CL to organise with Admin for a standard letter to be sent home HoY and Form tutor conversations to take place regarding (multiple) home learning concerns.
Stage 2 2nd home learning task not completed	<ul style="list-style-type: none"> Student given one opportunity to hand in work by the end of the next day. 	<ul style="list-style-type: none"> If the task is still not completed, phone call home made by class teacher Teacher completes behaviour log on Arbor. (HL2) 	<ul style="list-style-type: none"> Referred to the Curriculum Leader for department detention to be set (lunchtime/after school) for work to be completed. If detention set by CL, is not attended. whole-school detention (for defiance) to be set (CLs to email KMS for detention to be organised.)

<p>Stage 3 3rd home learning task not completed</p>	<ul style="list-style-type: none"> • Teacher completes behaviour log on Arbor (HL3) • Whole school detention will be issued for the next day. • Class teacher to email KMS (and cc Curriculum Leader) for detention to be organised. • Class teacher to attend detention to ensure work is completed. 		<ul style="list-style-type: none"> • If non-completion of home learning continues after Stage 3, issues with individual students should be raised by the Curriculum Leader with Line Manager/HoY.
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If a home learning task is completed at any point during any of the stages, the detention should be removed and/or not followed up, but the behaviour log will remain.