

# Failure To Submit Homework Policy

## Key Stage 3 and 4

### STEP 1

Subject teacher to talk to student and establish the reason why the homework was not submitted on time. Student should be given the opportunity to submit the work within the next 2-3 days, as specified by the subject teacher.

The teacher should write a note in the record book with the new deadline.

The subject teacher may also choose to set an ASAS

### STEP 2

Subject teacher to issue a 'subject alert' using IRIS. If homework is still not submitted follow Step 3

Tutor to speak to student regarding lack of homework

### STEP 3

HOS/ KS Coordinators/ HOF speak to student explaining the impact of not completing homework and sends the work home with a standard letter and a new deadline for completion and Level 4 IRIS issued for 'Persistent Failure to Submit Homework'

2 x weekly project or 3 x Maths/MFL not completed  
- Tutor to contact home

### STEP 4

2 hour Faculty detention to be issued by the HOF in order to supervise the completion of that work

If no homework continues - HOL to be informed by tutor and HOL to intervene

### STEP 5

Parent invited into Fullbrook to complete work with their child using school resources or Saturday morning detention issued

SLT House Leader to be informed and appropriate sanctions applied