

Homework/Study Policy

Title of Policy

Whole School Policy on Homework/Study

Process Definition

Homework/study can take many diverse forms such as:

1. Language / Comprehension / Reading Assignments
2. Drawing / Art / Science / C.S.P.E. Assignments etc.
3. Learning / Completing exercises from Texts
4. Making notes from material supplied / researched
5. Revision of work already learned
6. Independent research and presentation of same.
7. Prepare / plan / write up or collect materials for assignments, projects, portfolios
8. Answering from / reviewing past examination papers.
9. All homework/study as deemed suitable by teacher(s).

Precise definitions are difficult since the education process is developing, evolving and changing. Homework/study will vary, reflecting this dynamism. It must be clear that, usually all homework/study must be completed within a very short time span.

Scope

This policy applies to the whole school – individual teachers, subject departments, students, parents and management.

Relationship to schools mission/vision/aims

To help fulfil the following aims set down in our Mission statement:

- Prepare pupils for the opportunities, responsibilities and experiences of adult life.
- To cherish all students equally and to encourage all students to make a positive contribution to their school, teachers, visitors and their peers.
- To ensure the provision of good organisational structures, a comprehensive curriculum, effective communication with parents on the progress of individual students, special education, guidance and counselling.
- To provide a secure and harmonious environment within which staff and pupils can work together to achieve their aims.

Rationale

- The homework/study policy of this school is regarded as fundamental as we believe in inculcating in our students a spirit of self-reliance, independence, co-operation and responsibility.
- Homework/study is a vital aspect of the learning process since it consolidates and supplements the work done in class. It promotes independent learning and creativity

and fosters the habits of concentration and study that are very important requisites in later years.

- Homework/study provides a reference point for pupils, parents and teachers.
- Homework/study helps to provide transparency and accountability.
- This plan is a statutory obligation under Education Act 1998

Goals/Objectives

- To enhance academic achievements
- To ensure consistent approaches to the setting and correcting of homework/study and evaluation of students' progress.
- To encourage good study habits and skills
- To promote development of work ethic.
- To include a written and learning component in all homework.
- To give prompt feedback to students on homework/study given and to record same by individual teachers (Parent-Teacher Meeting)
- Homework/study tested regularly by regular class tests
- To involve students and parents in drawing up this policy.

Roles and Responsibilities

Teachers

- Homework/study should be given in every lesson.
- Homework/study should relate to the Class Lesson.
- Homework/study should always include an element of studying/revising/learning or researching.
- Homework/study should be written on the board at the start of the class or as early as possible to ensure that there is sufficient time to record in journal and understand same.
- Homework/study needs to address a broad range of abilities and special needs.
- Teachers must keep a record of the homework/study set in their teacher's journal.
- Written Homework needs to be corrected regularly with some element of comment and returned promptly with feedback on progress. Teacher keeps their records of notes in their Diary.
- All learning homework must be checked either through questioning or testing.
- Teachers must write in the student's journal if homework is not presented and provide a sanction to the student. If a student fails to complete this sanction or consistently does not present homework the teacher should consult with the class tutor.

Class Tutors

- Ensure that students list the subjects in the Homework Journal each day during tutorial.
- If tutors are noticing or receiving regular reports that a student is not presenting homework/study they should issue student with a Homework Monitoring card.
- If this does not improve the situation the class tutor should inform the Year Head.

- All class Tutors must check and sign school journals regularly and make sure that parents are signing the journals and signing all notes written in the journals including no homework/study notes.

Year Head

- If a year head is informed that a student is regularly not presenting homework they should initially discuss the matter with the student.
- If the student does not improve they should contact the parents for a meeting in conjunction with the Principal/Deputy Principal or HSCL teacher. The HSCL teacher should be informed of this contact with parents.

Student

- Have school homework journal. This must be free of graffiti and handed to a teacher whenever they ask for it without exception.
- Students must write in and do all homework to the standard laid out in the start of the homework journal.
- All students must hand homework up on time or be given a sanction. They must follow all instructions from the teacher regarding homework/study.
- All Homework should be neat and tidy.
- All students must make sure that homework journals are checked by parents/guardians every day.

Parent

- To be involved in and supportive of school Homework/study Policy
- To provide a suitable environment in which students can do their homework.
- To make sure that their child does regular homework/study and report any concerns to school if unsatisfactory.
- Should a student be unable to complete homework assigned, a written explanation from parent/guardian is required.
- Parents should check student diaries to ensure that they are fully aware of all aspects of their child's education.
- Parents/Guardians of students in junior cycle must sign the journal each night and parents/guardians of students in senior cycle must sign the journal each week.
- All notes entered into the journal by teachers must be signed by parents.

Principal

- To oversee implementation of policy and to ensure that Homework/study is given and carried out efficiently.

Extra-Curricular Activities

It is policy that teachers involved, and or, in charge of extra-curricular inform students of the importance of having contact numbers of other students in their classes in order to obtain homework/study if absent from classes due to matches / other extra-curricular activities.

If permission is granted to students by teachers of extra-curricular activities not to complete homework/study, this information should be placed on the notice board in the staff room.

Homework/Study duration

The following are guidelines for time spent on average doing **homework and study** and may vary depending on level of ability, time of year and classwork being covered at the time:

1 st Year	2 hours each day (approx. 20 mins per subject)
2 nd Year	2 hours each day
3 rd Year	3 hours each day
4 th Year	3 hours each day
5 th Year	4 hours each day
6 th Year	4 hours each day (Higher level students may require more time)

Success Criteria

- Quality of Homework/study improves
- Parents positive on homework/study
- Students perform better at exam time
- Improved attitude towards homework, study and learning.

Monitoring Procedures

- Teacher monitors in own journal
- Class tutor checks journal
- Parents check that Homework/study is done
- Principal oversees and gets feedback and gives to Staff

Review Procedures

To be reviewed every two years

Review Team: Principals, School Development Planning Co-ordinator and Assigned Team of Teachers.

Principal reports to Board of Management on regular basis and to Parents Association and Students Council

Timeframe

September 2013 – included in Handbook and students journal and begin implementation.

Checklist on Standard of Homework

All students must have a pencil, red biro, ruler, calculator, blue or black pen, colouring pencils, drawing equipment, mathematical set, eraser, topper and pencil case. Senior cycle students also need to have a memory stick to save projects.	
Homework must be completed in the correct homework copy for the subject.	
Date at the top of each page for homework	
Page number in book/Year of exam paper at the top of the homework.	
Use only blue or black pens for the main text.	
All questions are numbered.	
All questions should be answered in full sentences where required.	
Every sentence begins with a capital letter and ends with a full stop or question mark.	
Handwriting is clear and easy to understand.	
The meaning of each sentence is clear.	
Diagrams where required are drawn in pencil, presented neatly and properly labelled.	
The use of rulers, red bios and other requirements set down by the teacher are followed.	