

Homework Policy

Homework may take the form of oral, practical, written work, learning and research. There are three basic types of homework. These are preparation assignments, practice assignments and extension assignments. All are designed to enhance the learning experience of students.

Rationale

Coláiste Muire regards regular homework as an integral part of the learning process. It is an essential means of reinforcing and processing work covered in class and contributes to the development of sound study skills.

Aims

- o To enhance student learning by consolidating work done in school
- o To promote the development of effective study skills and good study habits
- o To encourage students to learn how to organise their work
- o To enhance students' academic achievement
- o To encourage the interest and involvement of parents in students' work

Policy Content

- o Homework set will be purposeful and relevant to the course being covered or to the work being prepared.
- o A balance will be maintained between written work, learning, research and where relevant, practical work
- o Teachers will give specific advice on homework and revision skills in each subject area
- o Homework records will be kept by teachers
- o Extended exercises may form part of ongoing assessment
- o All students will record all homework assignments in their homework journal
- o Students will present homework on the date specified by the teacher
- o Homework will be presented in a careful and organised fashion.
- o Students will have at least two homework copies per subject
- o Parents whose daughters/sons are experiencing genuine difficulty are encouraged to communicate this to subject teacher/s
- o Students absent due to school related activities (such as matches) will ensure that homework set in their absence is completed
- o Students absent for a period of time will make every effort to complete work missed during that absence by contacting a classmate
- o If homework is not completed, a signed note from parent/guardian will be presented to the relevant subject teacher/s at the start of class
- o Special consideration will be given to students with special educational needs
- o In the event of homework not being completed satisfactorily, the subject teacher will write a note in the student's journal in order to inform and to be signed by parent/guardian/carer. Repeated neglect of homework will result in an incident sheet being given to both Year Head and Class Teacher and will result in the issuing of a Report Card (as per Coláiste Muire Code of Behaviour).

ROLES AND RESPONSIBILITIES

Board of Management

- o To ensure that this policy is developed and evaluated every two years
- o To approve this policy
- o To consider reports from the principal on the implementation of this policy

Principal, Deputy Principal, Year Heads

- o To establish structures and procedures for the implementation of this policy
- o To monitor the implementation of this policy

Class Teacher

- o To monitor Homework Journals regularly in order to check recording of homework assignments and notes.

Subject Teachers

- o To implement this policy
- o To set and review homework assignments
- o To provide constructive feedback to students
- o To keep records of homework set
- o To instruct students on homework and revision skills
- o To allow for differing levels of ability

Parents are encouraged

- o To support school policy
- o To provide suitable conditions for homework, free from distraction
- o To check the student journal weekly and to sign notes therein

- o To ensure that adequate time is spent on homework
- o To provide a signed and dated note when homework cannot be presented on time
- o To ensure that homework is not compromised by either students' employment obligations or recreational activities

Students are required

- o To note all homework in student journal
- o To present homework on time and in a neat, legible manner
- o To contact a classmate to find out homework missed through absence
- o To process and respond to teacher feedback

Success Criteria

- o Good quality homework being presented
- o All school partners are satisfied with this policy
- o The aims of this policy are being attained

Review

This policy will be reviewed every two years. The opinions of management, staff, parents' council and students will be vital in this review. Student records will be reviewed to assess student progress

Ratified March 2013