



COLÁISTE NA TRÓCAIRE

Homework Policy



Note: This policy is effective from 16.11.2016 and replaces all previous homework policies

Rationale

Regular homework is a valuable aspect of the learning process and contributes to the development of sound study skills. It consolidates and supplements the work done in class and promotes independent learning and creativity.

Policy Objectives

This policy seeks:

- To ensure consistent approaches to the setting and reviewing of homework across the school.
- To provide a consistent Whole-School structure in relation to homework.
- To emphasise the importance of homework in the overall learning process.
- To encourage parents/guardians to take an interest in and to share responsibilities for their children's homework.
- To enable student to develop a capacity to organise their own work

Colaiste na Trocaire Homework Guidelines

Homework should be given when:

- It is meaningful, relevant and focused
- It reinforces and extends class work and consolidates basic skills and knowledge.
- It is challenging and purposeful, but is not so demanding that it has adverse effects on the students' motivation.
- Students take responsibility for their homework, supported by their parents/guardians.
- It is well coordinated and teacher expectations are well communicated.
- It is set on a regular basis and establishes a routine of home study.
- Teachers set suitable amounts of homework which are varied and at an appropriate level considering the year group and capabilities of the student.
- It is marked promptly and accurately.
- Feedback and follow-up are provided regularly to students.
- It develops and extends the core learning skills of inquiry and independent study.

No student should be overburdened with homework to this end we set the following guidelines for time to be spent doing homework

Year	Average time to be spent doing homework during the week	Average time to be spent doing homework during the weekend
1 st yr	1½ hours per night	2-2 ½ hrs
2 nd yr	2 hours per night	2-3 hrs
3 rd yr	2 ½ hours per night	4 hrs*
Transition Year	2-3 hours per week	
5 th yr	3 hrs per night	4-5 hrs
6 th yr	3 hrs per night	6-8 hrs *
LCA 1 & LCA 2	2-3 hours per week	

** In 3rd and 6th yr weekend homework is considered essential*

Homework is not exclusively written work and all departments are requested to vary the type of homework given .

Homework may include;

- Extension assignments – encouraging students to pursue knowledge individually and imaginatively, including:
- Written work e.g. a book review, problem solving etc.
- Making or designing something e.g. an art work, model etc.
- Investigation e.g. science, social science
- Research e.g. history, local news
- Information and retrieval skills e.g. using a home computer to find material on the Internet
- Monitoring e.g. advertising in particular newspapers

Wherever possible homework should recognise the place of technology in today's world and the benefits of using technology such as; home computers, e-mail and the internet for organising and accessing information.

The school, however, has regard for equity issues when setting homework that relies upon the use of technology. Students who do not have access to such technology at home will not be disadvantaged and local arrangements can be made to address this issue.

Roles and Responsibilities

Board of Management

- To ensure that the policy is developed and reviewed from time to time
- To approve the policy
- To consider reports from the Principal on the implementation of the policy

Principal and Deputy Principal

- To establish structures and procedures for the implementation of the policy
- To monitor the implementation of the policy
- To facilitate the review of the policy every 24 months

Year Heads, Guidance Teacher & Special Educational Needs Department

- To monitor the effects of the policy and to identify students experiencing difficulty
- To suggest strategies for students to achieve success in producing high quality work
- To provide support and guidance especially for those experiencing difficulty
- To liaise with subject teachers especially in relation to consideration for students with special educational needs

- Class tutors will monitor students diary and note any breach of homework requirements and refer to the relevant year head

Subject teachers

- It is the responsibility of each teacher to implement the policy, review homework and provide meaningful feedback to students
- To keep records of homework set
- To instruct students in homework and study skills
- To write homework on the board for Junior students
- To ensure that students are not overburdened

Parents/Guardians

- Parents/Guardians are encouraged to support the school policy
- To provide suitable conditions for homework
- To liaise with the school with regards homework or difficulties with homework
- To sign the homework diary at the end of each week
- To support son/daughter in catching up on notes and homework missed due to absenteeism

Students

- To record all homework in their school diary
- To do the variety of homework set
- To present homework properly
- To get homework if attending school activities e.g. matches
- To revisit material covered in class each night even if written work is not given
- To catch up on notes and homework missed due to absenteeism

Implementation Procedures

- Homework set will be purposeful and meaningful to the work of the class or to some future work.
- Homework will be monitored to ensure that students are not overloaded
- Each subject department will develop guidelines on the amount of homework and the balance between written/practical and learning/oral work that is desirable for each year group.
- Each subject department will develop guidelines on the homework and study skills appropriate for that subject.
- The year head and class tutors of each year group, in consultation with the relevant subject teachers, will develop a suggested timeframe for homework for that year.
- The Guidance Counsellor and/or Special Needs Coordinator will advise on designing homework for students with special educational needs.

Monitoring Procedures of Homework

- Students will record their homework clearly in their journal.
- Parents/Guardians will monitor homework and any teacher comments re homework in the student journal.
- Year heads will conduct ongoing monitoring through discussion with students and subject teachers as well as spot checks on homework.
- Feedback from students, teachers and parents/guardians will also be noted.
- Parents/Guardians may be contacted when difficulties arise in relation to homework.
- Students will be commended and rewarded for consistently producing homework or for making substantial improvements in their homework. These rewards might include class recognition, a merit for homework or display of good homework.
- Students persistently failing to submit homework will be placed on academic review.
- Sanctions for not producing homework may include; break time detention or after school detention.
- Subject departments will review implementation once per term.
- The Principal and Deputy Principal will meet with subject departments, Year Heads, Class Tutors and Pastoral Care Personnel once per year.
- The Principal will report to the Board of Management once per year.

Success Criteria of Policy

- Students are engaged in meaningful, focused homework
- Teachers are using homework to support learning and feedback is detailed and instructive
- Quality homework is presented
- Student homework is not overly burdensome

Review Procedure of Policy

This policy will be reviewed regularly. The review team will comprise of the Principal, Deputy, Junior and Senior Behaviour Support Teams

- Views and experiences of teachers, students and parents/guardians will be obtained in relation to the success criteria
- School records will be reviewed to examine the impact on students' academic progress
- The progress of students with special educational needs will be given consideration

Ratification and Publication

This policy was ratified by the Board of Management on 16.11.2016 and was published on the College website on 30.11.2016

Signed: Sr Margaret Hogan

Chairperson of Board of Management

Signed: Mary Kennelly

Principal

Date of next review: May 2017