

COLAISTE NA TOIRBHIRTE, BANDON.

HOMEWORK POLICY

This document sets out the general guidelines for homework in the school.

Each subject department will develop agreed standards and procedures based upon the guidelines set out in this document.

The document applies to students, teaching staff, parent/guardians, Principal, Deputy Principal, Pastoral Care personnel and the School Board of Management.

RATIONALE

The school places a very high priority on homework. The school sets out to ensure:

- 1 That everyone understands the reasons for setting homework, and the procedures involved.
- 2 That there is consistency of practice throughout the school.
- 3 That appropriate guidelines are in place that will ensure effective and productive learning outcomes for all the students in the school.

THE CONTEXT OF THE HOMEWORK GUIDELINES

The Document is informed by the following:

- 1 The Educational Philosophy of CEIST Schools
- 2 The School Mission Statement
- 3 The Education Act, 1998
- 4 The School Code of Behaviour

The Educational Philosophy of CEIST Schools

The Principal and Staff are committed to

- 1 *Educational excellence with accountability for high standards of teaching and learning in a caring environment*

Students are challenged to

- 2 *Work to the best of their ability in order to reach their full potential in mind, body and spirit.*

Parents/Guardians are encouraged to

- 3 *Share in a participative and collaborative role with the school in the development of policy, procedure and structures.*
- 4 *Consolidate the work of the school by engaging in home/school links.*

The School Mission Statement

To provide a broad and balanced curriculum suitable to the needs of the individual and the demands of the changing world and to recognise individual skills and abilities.

The Education Act 1998 directs that

The Principal and teachers shall

- *Encourage and foster learning in students*
- *Regularly evaluate students*
- *Encourage the involvement of parents/guardians of students in the school in the education of those students and in the achievement of the objectives of the school.*

DEFINITION OF HOMEWORK

The School defines Homework as out of class tasks assigned to students as an extension or elaboration of classroom work.

AIMS OF GIVING HOMEWORK TO STUDENTS

- To reinforce lessons taught
- To provide evidence of work done
- To foster independent learning
- To help the teacher to assess the understanding of the work
- Preparation for exam.

NATURE OF HOMEWORK GIVEN TO THE STUDENTS

The nature of the homework given to the students varies from time to time and from subject to subject, depending on the type of learning taking place within each subject at any particular time.

The school identifies two categories of Homework:

- 1) Set Homework
- 2) Study Homework

1) SET HOMEWORK

Set Homework is the day-to-day work or assignments given in all subjects, to be completed within a certain period of time.

Homework may include the following:

- Written exercises
- Reading over notes
- Learning subject material
- Learning formulae, vocabulary, spelling
- Preparing oral work
- Reviewing a novel
- Developing portfolios
- Project/practical work
- Research – which may include watching a specific TV programme
- Research – which may involve using the library or Internet
- Independent work for classroom topics
- Physical activity

2) STUDY HOMEWORK

Study Homework is the work given to revise in-class activities or to prepare for in-house examinations and State examinations. It consists of revision of previously learned material.

RECOMMENDED TIME ALLOCATION FOR HOMEWORK

The **quality** of homework tasks is more important than the length of time that tasks might take. However, the school acknowledges that a regular and consistent daily habit of homework is essential for the students to develop independent study skills and to consolidate the work done with their teachers in the classroom.

The homework demands on the students' time will increase progressively as they move through the school and the amount of time students spend on homework will vary. However, as a general guide, the school recommends the following:

First Year Students	1 – 1½ hours
Second Year Students	1½ – 2 hours
Third Year Students	2 – 3 hours
Fourth Year Students	Varies in accordance with amount of project work.
Leaving Certificate Applied Students	Varies in accordance with amount of project work.
Fifth Year Students	3 – 4 hours
Sixth Year Students	3 – 4 hours

STUDY

Apart from doing their assigned homework, examination students are encouraged to use the extra time available to them at weekends for study purposes.

MAJOR ASSIGNMENTS AND PROJECTS

Students will receive a deadline for major pieces of work.

ROLES AND RESPONSIBILITIES

STUDENTS

All students will

1. Record all homework, written and oral, in their school Journal for each subject.
2. Complete all written and oral homework assignments.
3. Do homework neatly, accurately, on time and to the best of her ability.
4. Be organised so that all the necessary books needed to complete their homework are brought home.
5. Follow up on all corrections/comments made.
6. If absent, obtain homework assignments and complete tasks.
7. Ensure Journal is signed each week by parent/guardian.
8. Discuss the matter of homework with her class tutor if she is under undue pressure from homework and revision.

TEACHERS

Subject teachers will

1. Encourage the students to value homework by emphasising the purpose of each given task
2. Ensure that the students have a clear understanding of the high expectations held of them, according to their ability
3. Set homework in accordance with whole school guidelines and Subject Department.
4. Keep records of homework set.
5. Check that student's record homework in school Journal.
6. Ensure homework is monitored.

- 7 Give regular tests on material covered.
- 8 Follow up on homework from absent student.

SUBJECT DEPARTMENTS

Each Subject Department, in collaboration with all the subject teachers, “will develop agreed guidelines on the amount of homework and the balance between written/practical work and oral/learning work that is desirable for each group”

PARENTS/GUARDIANS

As the primary educators of their children, parents/guardians are encouraged to provide a learning support role for their daughter /son and reinforce the shared expectations of the school’s Homework Guidelines.

Parents are encouraged to

- 1 Provide a quiet suitable place for private study at home where possible i.e. adequate ventilation/heating and light with a proper table and chair free from distraction of mobile phone and social media e.g. Facebook.
- 2 Agree to a homework routine and check that it is observed.
- 3 Help emphasise the importance of homework and take a regular interest in the various given tasks.
- 4 Give due importance to non-written tasks.
- 5 Keep the school informed of any circumstances which may affect their son’s/daughter’s learning.
- 6 Maintain the home/school connection, particularly through Parent-Teacher meetings and information evenings.
- 7 Ensure that any part-time jobs held by students do not interfere with the full and proper completion of homework and revision.
- 8 Will sign student’s Journal on a weekly basis (1st – 3rd years only).

PASTORAL CARE PERSONNEL

(Year Heads, Class Tutors, Guidance and Learning Support Personnel)

- 1 Subject teachers will liaise with pastoral care personnel to identify students experiencing difficulty with homework.
- 2 Pastoral care personnel will share any relevant information with subject teachers if they are aware of issues which may prevent a student from completing their homework.
- 3 Provide support and guidance for those experiencing difficulty.

THE PRINCIPAL AND DEPUTY PRINCIPAL

The Principal and Deputy Principal will

1. Give full support to the teaching staff in implementing the Homework Guidelines
2. Allow for regular Subject Department meetings within the school's time budget to evaluate and plan.
3. Monitor the implementation of the Homework Guidelines throughout the school

HOMEWORK TASKS

- 1 When a student is unable to complete a homework task (because of illness, or personal reasons) he/she will present an explanation to the subject teacher involved.
- 2 If a student is experiencing serious problems with homework, parents/guardians are advised to contact the school to discuss the problems rather than wait for a Parent-Teacher meeting.
- 3 Failure to complete homework tasks will incur sanctions.

EVALUATION OF ASSIGNMENTS/TESTS AND RECORD KEEPING

- 1 Teachers will keep a record of the students’ grades and progress
- 2 Teachers will keep a record of students who fail to present homework

3 Each Subject Department will have specific guidelines on the evaluation of students' work.
STUDY SKILLS ADVICE FOR STUDENTS AND PARENTS/GUARDIANS (1st, 3rd, 5th)
All students are given study skills advice at key stages in their school career.

EXAMINATION POLICY

Incoming First Years

Assessment for all incoming First Year students will be held each year. This assessment enables the school to create mixed ability classes and to recognise those students who need extra resources.

Class Tests

All classes have regular assessments throughout the year. The frequency of the tests varies from subject to subject but as a general rule a class test is at the end of each topic.

House Exams

First, Second- and Fifth-Year students sit exams twice yearly in December and May/June. Scripts are corrected internally and reports published to parents digitally. The duration of the examinations is as follows:

First Year: 1 hour
Second Year: 1½ hours
Fifth Year: 2 hours

Exam classes

Third Year exam students sit exams in December and Pre-Exams in February.
Sixth Year students sit exams after October mid-term and Pre-Exams in February.
Supervised study is provided each day for students not sitting an examination that day.
Scripts are corrected internally or externally and reports published to parents digitally.

Oral examination

Orals in Irish and Modern European languages are held for all **senior** exam classes.

Level 2 Programmes:

While exams are in progress, students undertaking the level 2 programme will join the LCA class and engage in work set by their subject teachers.

Records

All subject teachers keep a record of each student's class grades and House Examination results.
A copy of each student's Examination report is kept on digital file.

CONCLUDING STATEMENT

Coláiste Na Toirbhirte, Bandon, in partnership with parents and guardians, is committed to providing the best possible educational opportunities for all its students.

This overall aim is achieved in a spirit of co-operation, shared responsibility, respect and goodwill.