

Policy Statement

Title of Policy

Homework Policy

Rationale:

This policy encourages a sense of responsibility for homework amongst all school partners. The final responsibility for satisfactory completion of homework rests with the learner. 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.

Relationship to school's Mission, Vision, Aims:

This policy encourages the active involvement and participation of pupil, teacher, parent in the holistic development of the pupil.

Goals

- * Students will record each homework in their diary.
- * Homework must be completed to the satisfaction of the teacher.
- * To promote the development by students of good study habits and effective study skills
- * To enable students to develop a capacity to organise their own work
- * To enhance the academic achievement of students
- * To encourage parents to take an interest in and to share responsibility for their children's work and progress
- * All homework recorded in diaries
- * Homework journals should be inspected and signed every week by a parent/guardian.
- * Journals may be inspected at the discretion of the class tutor and completed homework should be ticked off by students.

As a general guideline it is recommended that

- * 1st year students should spend up to 1½ hours, 2nd Years 2 hours, and 3rd years 2½ hours on homework.

Senior cycle students should aim to incorporate homework and exam revision into their study. As a guideline 5th Year students should spend up to 2½ hours at homework and 6th Year students a minimum of 3 hours.

Policy Content

- * Homework set will be purposeful and meaningful to the work of the class or to some future work.
- * Extended exercises may form part of an on-going assessment of each student.
- * Students must present homework on the date specified by the teacher.
- * Students absent due to school related activities (e.g. matches, quizzes etc.) must ensure that homework set in their absence is completed.
- * A student absent for a period of time is expected to make every effort to complete work missed while absent.
- * A student absent for an extended period should contact the principal for a record of homework set during this period.
- * If there are extenuating circumstances verification note to be presented to that effect at the beginning of class.
- * In the event of non-compliance with this policy the following will apply:

Non-completion 1 st time	⇒	Incident will be recorded by the subject teacher in own diary.
2 nd Offence	⇒	Incident will be recorded in the student diary and will be signed by the parents. Supplementary work may be issued by the teacher.
3 rd offence	⇒	Standard letter posted to parents. Reply slip to be returned to subject teacher.
4th offence	⇒	Yellow Card
5th offence	⇒	Referred to Management.

Roles and Responsibilities in developing and implementing the policy:

Student	→	Record, complete and tick homeworks completed.
Parents	→	Verify completion of same, on a weekly basis, with signature in diaries
Subject Teacher	→	To set appropriate and relevant homework and monitor its completion.
Class Tutor	→	To inspect diary at their own discretion.
Management	→	Relevant sanctions will be implemented against those students who regularly fail to present appropriate homework.

Implementation Procedures

Present to staff at a plenary session

Present to parents council for consultation

Modify if necessary

Board of Management for final approval.

Success Criteria

- * Work accurately recorded and presented in a manner commensurate with learner's ability
- * The goals are being attained
- * All school partners are satisfied with the effectiveness of this policy.

Monitoring Procedures.

- * Formal discussion at staff level, before Christmas with input from tutor, subject teachers and management.
- * Parent Council
- * Failure to record homework or get parental signature will be recorded by tutor and referred to management.

Review Procedures (who will do what when):

- * Implement September 2004
- * Review at staff meeting (possibly Christmas review).
- * Feedback from Parents' Council by May 2005.
- * Amendments (after staff consultation) to be introduced in September 2005.

Approval

This policy has been approved by the Board of Management on

Signed;

Chairperson

Pupil: _____

Class: _____

Date: _____

Dear Parent/Guardian,

I am writing out of concern that _____ has recently had problems completing and presenting his _____ homework on time.

As you can understand, we regard this as a serious matter. Homework forms an essential part of the school's curriculum and failure to complete it will seriously hinder his academic progress.

I think it is in _____ best interest that I bring this matter to your attention.

Yours Sincerely,

✂

Reply Slip

I have received the homework letter dated _____

Signature of Parent/Guardian _____

Pupil's Name: _____