



## **St. Paul's College**

# Board of Management Policy on *Homework*

Document Ownership: Board of Management

Date of Board Approval:

Next Scheduled Review:

# **Homework Policy**

## **Definition of Homework**

Homework plays an important role in a successful educational experience. It is given to help a student revisit and reflect on work that has taken place in the classroom.

## **Aim**

- This Homework Policy will provide students, parents and teachers with guidelines that will assist students in reaching a deeper understanding of the information they learn in school and that will help them consolidate their learning and develop their skills so as to achieve maximum success.

## **Purpose of Homework**

- To reinforce and consolidate work done in class.
- To extend work done in class, for example through additional reading.
- To develop study skills, writing skills, research skills and organizational skills.
- To develop the ability to engage in critical thinking.
- To foster independent learning skills.
- To encourage further research, with the ultimate aim of enhancing academic achievement.
- To carry out preparatory work for the next day's class.
- To motivate and challenge students.
- To enable teachers to monitor student's progress.

## **Types of Homework**

Each subject department sets assignments which are specific to its particular subject area. Homework can include the following types of activity:

- Development of oral skills
- Writing of essays/articles/speeches/short stories/dialogues/poems
- Learning by rote
- Listening to and/or viewing radio or TV programmes/ use of internet
- Drawing and illustrating
- Making notes
- Reviewing
- Reading for pleasure
- Reading for information and memorizing
- Preparation of presentations
- Preparation of exam techniques
- Research
- Revision

## **Roles and Responsibilities Related to School Structures**

### **Board of Management**

It is the function of the Board of Management to ratify the policy and to support its implementation.

### **Principal and Deputy Principal**

It is the role of the Principal and the Deputy Principal to avail of opportunities in appropriate fora to reiterate to students and to parents the importance of homework and to refer to the homework policy. It is also their role to support all members of the teaching staff in their efforts to have students adhere to the measures outlined in the Homework Policy.

### **Year Head and Tutor**

It is the role of the Year Head and Tutor to

- Support and reinforce the importance of homework as set out in the homework policy
- Assist students in matters of organization and good practice in relation to homework
- Check and sign the Student Journal weekly (Tutor)
- Ensure that measures concerning non-compliance with procedures laid down in relation to homework in the school's Code of Behaviour are adhered to

### **Guidance and Learning Support**

The Guidance Department and the Learning Support Team are required to:

- Ensure that assistance and instruction offered by them to students are in keeping with the school's homework policy.

## **Roles and Responsibilities Related to Practical Application**

### **Student Responsibilities**

Students must:

- Have the homework journal on the desk at all times during class
- Record all homework in the journal
- Make sure homework is completed and available for correction at the allocated time, in a tidy, legible and organized form
- Make an honest effort to complete all homework assigned to the best of their ability
- Revise work from earlier lessons and focus on keywords if no specific homework is assigned.
- Ask the teacher about any aspect of the homework they are unsure of

- If student is out sick or involved in extra-curricular activities, it is their responsibility to find out and complete homework given in their absence.

### **Teacher Responsibilities**

Teachers are required to:

- Set homework early in the lesson and allow sufficient time for students to take it down
- Have a procedure in place for checking that students record homework accurately and comprehensively in the Journal
- Give guidelines as to what is required for successful completion of homework including an indication of the amount of time that the performance of a particular task should take
- Give students the opportunity to ask for clarification or advice in class
- Ensure that the homework is relevant to the work done in class
- Be mindful of differing levels of ability among students and pitch expectations accordingly.
- Monitor and correct homework and give feedback to students
- Keep records of completed/non-completed homework/ results obtained from various assignments
- Promote independent learning
- Follow the school's agreed procedure for dealing with students who fail to make an honest effort with regard to the satisfactory completion of their homework
- To ensure that homework is not completed during "free" classes. Instead, these classes should be used to promote subject specific learning. Alternatively, time can be given to develop reading skills during these classes

### **Parent/Guardian Responsibilities:**

Homework is an integral part of education and must be included in a daily routine. Parents/guardians play a vital role in providing an appropriate environment. You must ensure that your son's journal is signed on a weekly basis and is checked for communication with teachers.

### **Routine**

A regular homework routine will encourage your son/daughter to view homework as a regular necessary exercise.

### **Atmosphere**

It is vital that an appropriate atmosphere is provided for homework, ideally in a quiet place without distractions. Television, mobile phone, tablets, computer games and such activities should only be available after homework has been completed. Ensure others in the household respect the efforts of your child in doing his/her homework.

A student requires a well ventilated room, with good lighting, a desk/table without clutter, and a comfortable chair.

Parents may also choose the option of sending their son to supervised study in school, which runs every day throughout the year.

### **Diet and Exercise.**

Healthy diet and exercise is essential to maintain and sustain your child's energy and cognitive ability.

### **Recommendations**

Homework is given to students to reinforce what has been taught in class. As students differ so much in terms of their ability and speed of completion of work, it is impossible to be specific as to the amount of time to be spent on a daily basis on homework and revision by each student. However we recommend the following amounts of time for each year group.

- First Year                      1½ hours minimum
- Second Year                    2½ hours minimum
- Third Year                        3½ hours minimum
- Transition Year                1½ hours minimum depending on project work and activities
- Fifth Year                        3½ hours minimum
- Sixth Year                        3½ hours minimum.

A minimum of 4 hours homework should be done at the weekend in all year groups. In the run up to school and state examinations, students are expected to do extra revision and study.

In view of the time commitments required for homework, the school strongly recommends that students do not hold part time jobs during term time.

### **USE OF STUDENT JOURNAL IN RELATION TO HOMEWORK:**

The student journal, which each student is required to have, is the chief means of communication between school and home in relation to homework. When used correctly, it is also an important aid to students in ensuring that they cover the prescribed homework. It is very important that teachers, students and parents/guardians ensure that they use the Journal so as to maximise the benefit to the student's education. Teachers will use the Journal to commend good work and consistent effort on the part of students in addition to using it as a channel to inform parents of failure on the part of a student to do homework or to make an honest effort in relation to the satisfactory completion of homework