

HOMEWORK POLICY OF GALLEN COMMUNITY SCHOOL FERBANE

Mission Statement

Gallen Community School is a caring and Christian Community, committed to quality and excellence in education and central to this is our motto %Creideamh agus Cultur+. In this environment of faith and nurturing we aim to share with parents the spiritual, moral and intellectual formation of their children. We pursue an educational programme, which is broad, balanced and challenging. We pursue a pastoral care system, which encourages self esteem and promotes a sense of personal and social responsibility. Our goal is the informed student who prizes truth, appreciates the value of learning and is mature and honourable.

What we in Gallen Community School understand by homework.

In Gallen Community School we are very proud of the long tradition of educational excellence attained by students in Ferbane. It is important that parents and students realise that as teachers we aim to guide and prepare students in their studies and this must be supported by the students work.

The Purpose of Homework

1. To complete an assignment given by a teacher either written/practical/oral in order to consolidate the learning in the classroom
2. To revise what is taught that day in class and reinforce work learned yesterday, last week/month, etc. **Therefore there is always homework to be done.**
3. To develop students concentration skills and develop a work ethic.
4. To assist students in their preparation for examinations.
5. To help pupils develop a responsibility and an independent and active interest in learning.
6. To provide a link between the classroom and home.

Aims

1. To keep students engaged and interested.
1. To ensure consistent approaches to the setting and reviewing homework across the school.
2. To ensure homework is corrected and inform students future learning and teachers future plans.
3. To make sure there is an equitable distribution of study time, for each subject over a week.
4. To promote good study habits by students.
5. To encourage parents to take an interest in and share responsibility for their children work and progress.
6. To raise academic expectations of each student.

Types of Homework:

Practice exercises - providing students with the opportunities to apply new knowledge, or review, revise and reinforce newly acquired skills, including:

- Consolidation exercise e.g. maths, including memorisation of tables
- Practising for mastery e.g. spelling words
- Revising information about a current topic
- Practising words or phrases learnt in a language other than English

- Reading for pleasure
- Essay writing
- Note taking

Preparatory homework - providing opportunities for students to gain background information on a unit of study so that they are better prepared for future lessons, including:

- Background reading
- Reading e.g. English text for class discussion
- Researching topics for a class unit of work
- Collecting items e.g. geometric shapes.

Extension assignments - encouraging students to pursue knowledge individually and imaginatively, include:

- Writing e.g. a book review
- Making or designing something e.g. an art work
- Investigations e.g. science, social science
- Researching 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, business pages

A wide variety of homework assignments are set by teachers and include:

- Projects
- Research
- Report writing
- Essay writing
- Vocabulary
- Reading
- Drawing/painting
- Designing and making models
- Experiments
- Visits to public library
- Using the internet for research
- Listening to radio programmes or watching television programmes recommended by the teacher.

Student Resources

- “ Homework Journal
- “ Worksheets, textbooks, folders, copies, poly pockets, paper.
- “ Pens/pencils
- “ Calculator, maths set
- “ Equipment etc., as prescribed by Subject Teachers
- “ Exam Papers

The Importance of the School Journal

1. The Journal is a valuable source of communication between parents and teachers.
2. The school journal that is distributed at the beginning of each year is a very important document, which helps students develop good organisational skills around all areas of their school work.
3. Students are required to have their journals in their possession while in school and when doing homework. Journals must be placed on students desks during class.
4. Teachers will write Homework on the right side of the board during or at the end of class.
5. During or at the end of each class, students must write down the homework assigned, from the board, by the subject teacher in that class.
6. If written homework is not assigned the school journal should be used to record topic(s) covered in each subject each day.
7. Each student must keep a record of all written and learning homework assigned by subject teachers in his/her journal.
8. Journals are checked by Class Tutors or Year Heads once a week and matters arising from journals may be discussed at Year Head meetings each week.

Time Allocation for Homework/Study/Subject Review

The following guidelines are recommended by Gallen Community School:

First Year:	1 - 2 hours per night
Second Year:	2- 2 ½ hours per night
Third Year:	3 hours per night approximately.
Transition Year:	Varies depending on project work and classwork
Fifth Year:	3.5 hours per night approximately
Sixth Year:	4 hours per night (weekend study is also essential)

Guidelines for Teachers

1. Teachers will instruct students in homework requirements and study skills for their particular subject and explain why homework is so important.
2. Teachers will explain homework assignments clearly and allocate time to allow students to record homework from the board into their journals.
3. All Homework will be written on the right hand side of the board.
4. Homework set is purposeful and meaningful to the work done in class or some future work.
5. A balance will be maintained between written/practical and oral/learning work.
6. In setting homework for students with particular needs teachers are encouraged to balance the right of students to share fully in the work of the class, including homework, with their individual needs. Subject teachers collaborate with the Learning Support Team to ensure tasks are manageable for the student.
7. Teachers expect students to get details of class content and homework assignments from classmates or their teacher if they are absent from class/school for any reason.
8. Records of Homework grades, comments, etc., will be kept by each teacher.

9. If homework is not attempted or presented, teachers will record this in a student's journal.
10. Teachers will comment in particular on homework in the autumn and spring assessments.

Guidelines for Students

1. Students must be aware of the importance of homework both assigned and self-directed.
2. A Student's Journal must be on their desk during every class.
3. Students must record all homework assignments, revision and class content in their journal every day and review all material covered in class.
4. In order to reach his/her full potential students are expected to do their homework to the best of their individual ability and the satisfaction of their teachers.
5. Before students leave class they must be sure that they understand clearly what the subject teacher expects them to do for homework. If in doubt seek clarification.
6. If a student has been absent from class/school the onus is on him/her to discover what work has been set/ covered and endeavours to complete it. If the student has been ill for some time concessions will be made in order to allow the student complete missed assignments by arrangement with the subject teachers.
7. Copying homework from another student is counter-productive and is regarded as a serious matter by the school. The same applies to students who allow their work to be copied.
8. Your homework journal must be signed by one of your parents/guardians at the end of each week and presented to your teachers when requested.
9. Parents/Guardians will be notified if a student's performance at homework does not meet the school's expectations.

Guidelines for Parents/Guardians

1. Parents/Guardians must be aware of the importance of homework both assigned and self-directed
2. Gallen Community School values parents/guardians' co-operation in the implementation of this policy and encourages them to provide a suitable environment in which students can do homework.
3. Parents/Guardians should remind students of the importance of time management in order to complete homework assignments.
4. While it is encouraged that parents/guardians assist with homework, it is in a student's best interest that the work presented is his/her own and when written, that it is neat and legible.
5. Each student has a special homework journal and parents/guardians can help by ensuring that each item listed is carefully completed and/or reviewed.
6. Since computers are an integral part of today's world, it is inevitable that the Internet may be a source for research. Parents/Guardians are encouraged to monitor their son's /daughter's use of the Internet. **Please refer to the school's *Acceptable Internet Use Policy*.**
7. Homework journals should be signed by a parent/guardian at the **end of every week** and any comment or message written by the teacher noted. In the event of homework not done, a note of explanation should be recorded in the journal and presented by the student before class begins.

8. We ask parents/guardians to be mindful that we believe that part-time work means part-time students.
9. Self-directed learning is important and should be encouraged as this provides yet another opportunity to help prepare your son/daughter for terminal written examinations.

Homework Sanctions

Homework assignments and deadlines are set by subject teachers and must be adhered to. When a student fails to produce homework the subject teacher may apply one or more of the following sanctions to the student:

- Verbal reprimand and note in student journal.
- The relevant assignment to be completed for the next class and shown to the teacher.
- A repeated failure to produce homework will result in a standard letter being sent home.
- Continued noncompliance . notice sent via eportal to school principal from class teacher.
- School principal will issue demand for work to be completed.
- Continued noncompliance . notice sent to Principal from class teacher.
- Student internally suspended by Principal/ Deputy. Parents will be contacted
- Re admittance to that class will take place after all assignments are completed and undertaking given that homework will not lapse again.

Study Skills

It is important that students have opportunities to develop their skills as learners. Each subject teacher provides advice and guidelines on the specific requirements within their subject area. Study programmes are organised for student groups by the Guidance Counsellor who also addresses the topic with parents/guardians at meetings throughout the year. Our First Years participate in the Transition Programme to Second Level, which covers homework and study. The S.P.H.E. programme also deals with study skills in Junior Cycle. **Please refer to the school's Guidance and S.P.H.E. policies.**

Arrangements for Monitoring and Evaluating the Homework Policy

This homework policy will be reviewed at regular staff meetings .The key criterion will be the extent to which the policy is contributing to the progress students make at school in relation to homework and their attitudes to learning. Success criteria will be measured by:

1. Are students using their Journals to record homework or work done in class?
2. Are students better able to cope with their homework?
3. Is the written homework showing improvement?
4. Is the quality of written homework being presented improved?
5. Do students have a better knowledge of course material?
6. Is the incidence of incomplete homework, or a failure to produce any homework, reduced?
7. Are parents/guardians, students and teachers satisfied with the effectiveness of the policy?

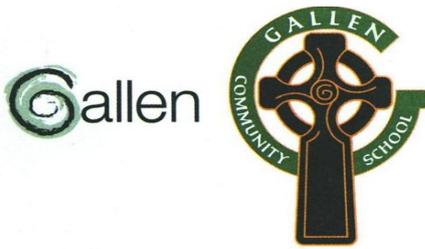
Communication of this policy:

Students- Form Tutors will present and explain this policy to the students in their classes

A Copy of this policy will be placed in Students Journals for students and parents to refer to.

Review procedures

- This policy will be reviewed every two years; next review date will be Spring 2014.
- Teachers, Parents Council and Student Council will be consulted during each review process
- Teachers and students will be asked their opinions on how the policy has worked to date.
- Any parts that need changing will be discussed and amended accordingly at that time.



Community School Ferbane
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HOMEWORK NOTIFICATION LETTER

Dear _____

I wish to draw your attention to a problem that has arisen regarding _____ performance at Homework.

- Written work not attempted.
- Written work poorly attempted.
- Written work not completed.
- Homework not handed up on time.
- Homework has been copied from another pupil.
- Learning work has not been done.
- Oral and aural work not completed
- Deadline for project work not adhered to.
- Failure to complete many homework assignments

We would appreciate your support in this matter by reviewing _____ Homework Journal. Good homework habits are an essential part of the learning process and all students are expected to do their homework to the best of their ability.

With your help we hope to see an immediate improvement regarding homework. If you feel you need to speak to us on this matter, please telephone the school to make arrangements.

Yours faithfully,
