

Coláiste Treasa

Homework & Study Policy



Introduction:

We at Coláiste Treasa strive for quality in teaching and learning. The main objective of teaching in our school is to increase the knowledge, understanding and skills of all students. Learning, the process to acquire knowledge and these skills, is built upon and shaped in the classroom learning environment.

The Homework and Study policy is a guide for students, teachers and parents on how to improve classroom learning and fulfil students' true potential. It is intended to foster self-discipline, independent learning and encourage students to take responsibility for their own learning.

Learning is a lifelong skill and many strategies can be employed to improve learning. Homework reinforces and extends classroom learning. Assessment for Learning helps students to manage their learning. Study and revision embed that learning.

It is essential that students engage and participate in the learning process. To assist learning student's need to develop good classroom skills, learn to plan, manage and organise their work and time at home, develop strategies to improve learning and memory and refine study.

Relationship to Schools Mission Statement:

This homework policy was created in accordance with our school's mission to work together as a school community. The Board of Management, parents, staff and students will aim to provide an environment that will allow each student to develop intellectually, physically, morally, socially and spiritually so that they will be prepared for the opportunities, responsibilities and experiences of adult life which will allow them to fulfil their roles in society.

Rationale:

Homework is a vital aspect of the learning process as it consolidates and supplements classwork.

Homework promotes independent learning and creativity and fosters habits of concentration and study which are very important requisites for life.

Homework reinforces skills and understanding developed at school.

Homework encourages students to develop the skills, confidence, self-discipline and motivation needed to study effectively on their own.

Homework helps students and teachers assess learning and progress.

Homework encourages regular revision which is very important for good exam performance.

Homework allows students the opportunity to build personal responsibility and accountability to complete assignments within deadlines.

Homework offers opportunities to develop links between parents, teachers and students.

Goals/ Objectives:

To improve time allocation of homework and independent study for students.

To enhance the quality of teaching and learning and subsequently exam performance.

To ensure consistent approaches to setting and correcting of homework/ study and evaluation of students' progress.

To encourage good study habits and skills and to promote good work ethic.

To improve the standard of homework produced by the students.

To give prompt feedback to students on homework.

Scope:

This policy applies to the whole school, individual teachers, subject departments, students, parents and management.

Definition:

Homework is any work given by a teacher to do at home. Homework is not optional and will be corrected or examined by the teacher.

Not all homework is alike in nature, purpose or timing. Homework assignments can be to prepare for the next class lesson, to practice to reinforce skills, knowledge and information taught in class, to extend and expand on what was taught in class or to revise and retrieve prior topics.

Homework may include:

- Written assignments.
- Learning assignments, memorizing, note making or mind maps or flash cards.
- Revision work, written or learning.
- Reading, listening or watching subject related material.
- Oral practice
- Collecting or researching information.
- Solving problems.
- Interactive Quizzes
- Practical work practice, oral, music, art etc.
- Preparing work, essays, presentations, debates, reports etc.
- Sketching/ Drawing

Whole School Approach to Homework and Study skills

The school expects that all homework will be completed on time and to the best of a student's ability.

The school supports students in their endeavors in the following ways:

- **School Journal:**
 - Each student has a Homework Journal. Students are asked to record homework for every subject and the due date.
 - Time is given during class to record assigned work. If homework is recorded on Microsoft Teams, then students are expected to note this in their diary- see Teams.
 - Journals are not private to students and act as a link between parents / guardians and teachers.
 - Students are encouraged to track their progress in subjects in their School Journal.

- **Microsoft Teams:**
 - Each student has access to a Microsoft Team for each particular class. Homework is recorded here also **before 4.15p.m.** each day. The use of this platform is vital particularly for students that are involved in extracurricular activities during the day or may be absent. It allows them to catch up on missed classwork and be informed on homework assignments.
Coláiste Treasa places great emphasis on the value of extracurricular activities to student development, however students must catch up on missed classwork and complete any homework assigned while not in class.

- **Revision focus:**
 - Revision plans are given to students over 4 weeks prior to First Term and Summer Exams.
 - Emphasis is placed on retrieval/ revision of prior topics throughout the term.
 - Designated revision only weekends are planned for 3rd and 6th years.

- **AEN:**
 - The Learning Support Department assists AEN students.

- **Study Skills workshops:**
 - Study Skills workshops are provided to 3rd, 5th and 6th year students.









- **Learning to learn modules:**
 - Learning to learn modules are provided to 1st & 2nd years on planning and organisation skills and strategies to improve learning.

Recommendations:







As students differ 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 individual student. However, the following general guidelines are recommended for homework and revision each school day:

STUDENT & TEACHER GUIDELINES FOR HOMEWORK

STUDENTS








-  I WILL RECORD MY HOMEWORK/CLASSWORK IN MY JOURNAL.
-  I WILL ASK IF I DO NOT UNDERSTAND THE HOMEWORK ASSIGNED.
-  I REALISE THAT THERE ARE MANY TYPES OF HOMEWORK
READING, WRITING, REVISION, RESEARCHING, STUDY.
-  I WILL DO MY OWN HOMEWORK TO THE BEST OF MY ABILITY.
-  I WILL RECORD THE TIME ALLOCATED BY THE TEACHER FOR THE
HOMEWORK ASSIGNED.
-  I WILL GET MY JOURNAL SIGNED BY PARENT/GUARDIAN EVERY WEEK.
-  I WILL MAKE MY BEST EFFORT AT HOMEWORK.
-  I WILL CATCH UP ON ANY HOMEWORK MISSED.

TEACHERS

-  I WILL WRITE UP ASSIGNED HOMEWORK ON THE BOARD A MINIMUM OF
5 MINUTES BEFORE THE END OF CLASS (PREFERABLY AT THE BEGINNING)
-  I WILL NOT ASSIGN HOMEWORK AFTER 4.15 p.m.
E.G. MICROSOFT TEAMS.
-  I WILL GIVE STUDENTS AN ESTIMATED COMPLETION TIME, FOLLOWING
THE GUIDELINES BELOW
-  I WILL EXPLAIN THE HOMEWORK TO STUDENTS AND ALLOW ENOUGH
TIME FOR STUDENTS TO WRITE IT INTO THEIR JOURNAL
-  I WILL FOLLOW THE GUIDELINES FOR INCOMPLETE HOMEWORK.
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The following are guidelines for time spent on average doing homework and study and may vary depending on level of ability, time of year and classwork covered at the time.

NEW GUIDELINES FOR HOMEWORK

-  1st years – 10 mins per class
-  2nd years – 15 mins per class
-  3rd years – 15 mins per class
-  4th years – 15 mins per class
-  5th years – 25 mins per class
-  6th years – 25 mins per class
-  There will be 7 Revision Only weekends. For 3rd & 6th Years.

Expectations:

Each of the partners in education has an important role in supporting student learning.

Teachers:

- Explain to students the benefit of homework.
- Ensure all instructions concerning homework are clear to everybody and allow enough time to write homework into the journal. If homework is recorded on Microsoft Teams, ensure that students write “see Teams” in their diary and note the due date.
- Refer to the homework checklist when setting homework.
- Assign the homework preferably during class time or before **4.15 p.m.** that day on Microsoft Teams.
- Write homework on the board as early as possible in the lesson and or on MT.
- Give students an estimated completion time.
- Written homework should be corrected regularly with some element of comment/ grade and returned promptly with feedback on progress.
- Keep record of homework grades/ comments.
- Differentiate homework when appropriate.
- Set achievable standards of homework.
- Implement policy if homework is persistently incomplete.
- Homework should include an element of learning or revision.
- Give regular revision tests to assess student progress.

Students:

- Record all homework in their journal correctly.
- Ensure that they understand the homework before leaving the classroom.
- Understand that homework will vary in nature e.g. reading, revising, researching, study & preparation for the next day.
- Make sure their homework is their own work and not copied from another student.
- Get a signed note from a parent/guardian if homework is not completed on time (Please note that this will still count as an incomplete homework).
- Present written homework on time in a neat and legible manner -see checklist.
- Have necessary books and equipment to complete homework.
- Ensure that any homework missed due to school activities is completed.

Parents/Guardians:

- Encourage students to do their best and complete homework to the best of their ability.
- Provide a suitable environment for their son/daughter to do homework.
- Encourage students to spend sufficient time on homework and revision each night.
- Check and sign the journal weekly and monitor VShare.
- Help students to manage their time efficiently.
- Attend parent teacher meetings.
- Support the school with any sanctions employed to deal with incomplete homework.
- Communicate with teachers any concerns regarding homework.
- Provide teachers with a note of explanation for incomplete or failure to complete homework.

Non completion of Homework:

If homework is not being done consistently to a satisfactory standard the class teacher will write a note in the homework journal or on VShare.

If homework is not completed the student is expected to do it for the next lesson.

Non completion of homework three times in one subject will result in a lunchtime detention.

If there is no improvement in homework the student is referred to their Year Head.

Checklist on Standard of Homework

Homework must be completed on time and in the correct homework copy for the subject.	
Date at the top of each page for homework.	
Page number in book/Year of exam paper at the top of the homework.	
Use only blue or black pens for the main text.	
All questions are numbered.	
All questions should be answered in full sentences where required.	
Every sentence begins with a capital letter and ends with a full stop or question mark.	
Handwriting is clear and easy to understand.	
The meaning of each sentence is clear.	
Diagrams where required are drawn in pencil, presented neatly and properly labelled.	

POKER Study System:

SUPERCHARGE YOUR STUDY **WITH THE POKER STUDY SYSTEM**

P <i>Pre-test</i>	O <i>Overview</i>	K <i>Keywords</i>	E <i>Etch & Sketch</i>	R <i>Retest</i>
What do I already know about this topic?	How does this topic break down? What are the subheadings ?	Highlight the keywords for the topic.	Draw a mind map that uses the headings and keywords.	What do I now know about the topic?
				
⌚ 5 Mins	⌚ 5 Mins	⌚ 5-10 Mins	⌚ 10-20 Mins	⌚ 5-10 Mins

