



**LORETO SECONDARY SCHOOL,
CLONMEL**

Homework Policy

**Ratified by
The Board of Management
on the 26th November 2019**

HOMEWORK POLICY

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.

- Homework refers to any work or activity which students are asked to do outside of class time.
- Homework involves parents/guardians in the student's learning and keeps them informed about the work being done at school.
- Homework, regularly and properly done, is essential for the student's success in the State Examinations (i.e. Junior Certificate/Cycle and Leaving Certificate).

There are many and varied activities which may be set for homework, some of which are subject specific, they are all equally valuable and important. Some examples are (but not limited to):

- Writing
- Planning
- Reading
- Researching
- Learning assignments
- Evaluating work done previously
- Preparing for a talk or presentation
- Practical work / drawing / designing
- Using media to research a specific topic
- Redrafting at home
- Conducting an interview/investigation
- Composing
- Reading through and re-organising lesson notes
- Preparing for tests and examinations/revision

Time required for homework

While extra revision/study is normally required in preparation for tests and exams, the minimum recommended period of time for homework is as follows:

Year Group	Time Per Day
First Year	1 hour to 1 hour and 30 minutes
Second Year	2 hours
Third Year	2 hours 30 minutes
Transition Year	As required
Fifth Year	3 hours
Sixth Year	3 hours 30 mins

Please note that there are days with heavy written work commitments and other days where there is less written work. Some nights may present an opportunity for revision. *The earlier the revision starts the better.*

- Transition Year students – due to the heavy commitment of co-curricular activities such as music, drama, field trips, sport, etc, the demands and type of homework will vary immensely from day to day.
- In view of the time commitments required for homework, it is strongly recommended that students do not hold part-time jobs during term time.
- The **Student Journal** must be used at all times to record details of the work set.

Homework and Study support facilities

- Good study skills help students to participate more fully in classes while also improving productivity and efficiency.
- A suitable study environment is essential.
- Find a quiet place to study and do homework. Do not listen to music or radio or television while studying, as they are a distraction.
- Always study in the same place, preferably in a well-lit area. Sit in a straight-backed chair near natural light if possible.
- Organise the equipment you require for study. These may include text books, copies, notebooks, dictionary, tablet, calculator, ruler, pens, pencils, erasers, paper clips, note cards, highlighters etc.
- Keep your study area clean, tidy and well organised.
- Supervised Study (or Afternoon Study) is available in school for all students.
- All students are issued with a Student Journal in which they are required to record their homework. Comprehensive guidelines on study skills as well as information and guidance on time management, goal setting and exam preparation are to be found in the Student Journal.
- Study skills may be provided periodically by outside agencies and may also be included as lesson in SPHE. e.g. the “SES TEST” Method
 - **Select** a section that can be completed in a reasonable time
 - **Examine** yourself “What do I know already”
 - **Skim** read the passage and look at the questions
 - **Take** notes, with the book/notes open
 - **Examine** yourself – “what do I know now”
 - **Surround** (circle) all your mistakes with a different colour
 - **Test** yourself again the next day, the next week, the next month and in four months’ time
- The School Calendar is available on the school website with information regarding House Exams, Classroom Based Assessments and Parent-Teacher meetings.

ROLES & RESPONSIBILITIES

The Role of Students:

- Record all assigned homework in their Student Journal.
- Present the homework for correction on time.
- Make every effort to catch up on homework after an absence (i.e. matches, other school activities, illness etc.)
- Hand up written homework neatly and in clearly labelled copies / folders.
- Organise and have the necessary equipment for schoolwork and homework (e.g. copies, textbooks, pen, pencil, ruler, eraser, calculator etc.)
- Remember that further study and revision are part of a good homework schedule.
- **If a student has been absent the onus is on the student to discover what work has been set and to endeavour to complete it within the time given, in as far as is possible.**

The Role of Parent(s)/Guardian(s)

- Support the student with their homework.
- Support the school policy on homework.
- Provide the necessary equipment for schoolwork and homework (e.g. copies, textbooks, pen, pencil, ruler, eraser, calculator etc.)
- Ensure that the student has a suitable quiet area in which to work.

- Check occasionally in the Student Journal that homework is being recorded and also check that the set work has been completed.
- Support teachers' recommendations / sanctions for homework not completed.
- Inform the school, through the notes in the Student Journal, of any genuine reason why homework has not been completed.
- Ensure that any part time jobs held by students do not interfere with the full and proper completion of Homework and Revision.

The Role of Teachers

Each subject department provides guidelines on the amount of homework and the balance between written / practical work and learning / oral work given to students.

- Set the amount and type of homework in accordance with the subject department guidelines.
- Be consistent in the setting and marking of homework.
- Take the necessary time to explain homework.
- Monitor students' copies at regular intervals to check that homework is being completed.
- Keep a record of work done and students' progress and give feedback to students.
- Issue demerit points for persistent lack of homework.
- Each subject teacher will set homework regularly. The nature of the work will vary between year groups, different classes and topics of study.
- Inform parents/guardians of persistent failure to comply with homework policy (via note in the Student Journal, at parent-teacher meeting or in the end of term reports).

SUPERVISED STUDY (or Afternoon Study)

- Supervised study (or Afternoon Study) is available in school for all students with times as follows:

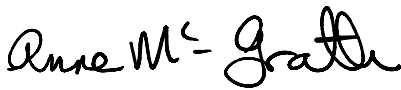
Days	Session 1	Break	Session 2	Pick-up time
Monday and Tuesday	4.15pm to 5.00pm	5.00pm to 5.05pm	5.05pm to 6.00pm	6pm sharp
Wednesday, Thursday and Friday	3.35pm to 4.35pm	4.35pm to 4.45pm	4.45pm to 5.45pm	5.45pm sharp

- Fees are paid twice a year.
- In order to facilitate students gaining the maximum benefit from supervised study all students and their parents/guardians sign a **Supervised Study Code of Conduct Agreement** prior to commencing study.

This policy was agreed on the date noted below.

Signed: 
 Ms. Mary Ryan, Chairperson of Board of Management

Date: 26/11/2019

Signed: 
 Ms. Anne Mc Grath, Principal

Date: 26/11/2019