

# CTI Clonmel



## Raheen College & Gaelcholáiste Chéitinn



November 2024

### Homework Policy

Commented [CK1]: @Fiona Conroy @Mary Murphy policy reviewed. Good to go...

Commented [MM2R1]: @Clodagh Kelly Thank you



Policy Area	Schools
Document Reference number	
Version	1
Document Drafted by	Central Technical Institute Clonmel
Date previous version: adopted by SLT noted by TETB	
Date Reviewed / Amended by School	
Date Reviewed / Ratified by Senior Management Team – CE and Directors	
Date noted / to be noted by TETB	
Policy Review Date	Every two years
Date of Withdrawal of Obsolete Document	N/A

### **Rationale**

This policy has been formulated by C.T.I. This policy has been prepared to highlight the importance of homework and its role in the overall education of our students.

This policy has been devised:

- To highlight the purpose of homework
- What is expected of our students in relation to homework
- The role of parents in supporting our students in relation to homework

### **The purpose of homework**

- It consolidates and reinforces skills and understanding developed at school.
- It encourages students to develop the skills, confidence, self-discipline and motivation needed to study effectively on their own.
- It extends school learning, for example through additional reading.
- It sustains the involvement of parents in the management of students' learning and keeping them informed about the work students are doing.
- It directs research.

From the beginning of First Year each student is expected to establish a homework routine. Each student is expected to keep a record of all homework in their Journal, which is given by the school to the students specifically for this purpose. Journals are regularly monitored by the class tutor/year heads and are available to all teachers should they wish to communicate with parents. All homework should be completed and organised as guided by the subject teacher and should be dated. This assists with revision. A class teacher will communicate to parent(s)/guardian(s) initially through the journal or VS Ware if a student fails to present written assignments. If the student has failed repeatedly to complete learning assignments, the subject teacher will contact home directly e.g. through a phone call. The class tutor will of the student will also be informed and all communication will be recorded for future reference.

The school expects that all homework is completed ~~on-time~~ and presented on time. It should be done to the best of the student's ability in a neat and tidy fashion. 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. If the student has been ill, a period of time will be given to the student to complete missed assignments.

It is necessary for both the teacher and parent to

- consider the varying abilities of students when setting homework or when inspecting homework
- ensure that there is a healthy balance between time allocated to homework and time allocated to extracurricular and leisure activities.

#### **The role of parents/guardians in supporting pupils' homework.**

- Parents/guardians are encouraged, as far as possible, to provide a reasonably quiet, suitable place in which students can do their homework free of distractions such as television, mobile phones, laptop. etc.
- Provide suitable desk, chair, adequate light and heat.
- A regular time should be set aside for homework.
- All students may attend supervised study / homework club.
- Students may attend after-school study.
- It is the parents'/guardians' responsibility to inform the school or class teacher of any reasons why a student was unable to complete a homework assignment.
- A parent/guardian may communicate this through the student's journal or VS Ware.
- If a parent/guardian feels that their son/daughter is struggling with the amount of homework or degree of difficulty of some, they may communicate this to the class teacher.
- Parents/Guardians are expected to check and sign the Journal regularly.
- Individual notes from school personnel should also be acknowledged.
- Parents/Guardians may communicate with a class teacher at parent/teacher meetings regarding homework.
- Since computers are an integral part of today's world, it is inevitable and essential that the Internet is a source for much of their research. Parents/Guardians are encouraged to monitor their child's use of the Internet.

#### **Study skills**

It is very important that students should have frequent and increasing opportunities to develop and consolidate their competence as independent learners. These can be achieved through study skills and target setting. Each individual class teacher provides tips on the specific requirements within his/her own specialist subject area. Meeting homework deadlines may not be always easy for students. Students should not be excused from homework, but they may need extra help with strategies to manage it. It is important to contact the relevant class teacher if a student is having ongoing difficulties in a subject, so strategies can be put in place.

### **Tasks for homework**

Many forms of homework may be assigned to students. Essentially homework will consist of written work and work to be read, studied, prepared or practiced. The range of tasks which are appropriate for students of various ages are many and varied and the amount of homework may vary from subject to subject.

Students may be asked to:

- do written questions or prepare for verbal questions
- re-read material previously taught in class or material related to that previously taught
- prepare material for future class work
- do research and record the results
- learn and prepare material for oral, aural or other work
- do project and research homework
- do questions from previous examinations
- do revision work
- practice diagram and / or artwork
- analyse maps, documents or pictorial material
- summarise material.

Other methods include

- Interviews
- Simple experiments
- Drafting
- Report Writing
- Designing
- Revision Work Practice of some procedure
- Problem solving
- Preparing for debates, role-plays etc
- Preparing for class tests or exams
- Making a model / drawing
- Word processing Projects
- Listening comprehension

This list is indicative and is not intended to exclude other forms of homework and this policy may be reviewed in the light of changing circumstances

Homework tasks should have a clear objective, be linked to classwork and should be both challenging and interesting. Teachers are encouraged to check that their overall homework programme is meaningful and balanced in the type and scale of tasks and manageable for students. This balance is not always possible and can vary considerably from day to day. However, it should be noted that homework time devoted to reading and learning is as important as written work. All students should spend time at home on their studies whether or not work has been assigned. If no homework has been set in a subject, then students have an obligation to go over material they have recently studied in class to make sure that they have fully understood it.

### **Special educational needs**

In setting homework for students with special needs, teachers are encouraged to balance the right of students to share fully in the work of the class, including homework tasks, with their individual learning needs. These needs may include consolidation and reinforcement of specific skills. For some students, the continuing involvement of parents is very valuable.

### **Feedback for pupils**

Students look mainly to teachers for a response on the quality of their work. Effective marking and constructive feedback are fundamental to helping students make progress. Teachers check homework on a regular basis. A variety of methods are used to correct homework:

- Teacher correction
- Class correction
- Class discussion
- Students exchange work for correction
- Students write out answers in the form of a test
- Some items of homework (and class work) may be checked by students themselves under the direction of a teacher. This can be a useful part of the learning process for students.

The school reports to parents/guardians on the progress of students and indeed reporting is a crucial part of the relationship between school and parents. Traditional school end of-term reports that take the form of a grade/mark and a comment for each subject can be reassuring and supportive for the parents of students. Parent/teacher meetings offer valuable opportunities for the school to move beyond the marks and to present more comprehensive assessments of progress. As well as allowing a focus on progress achieved, such meetings provide an opportunity to nominate areas that need specific attention and to indicate what needs to be done to improve student performance.

**Arrangements for monitoring and evaluating homework policy**

1. The effectiveness of this homework policy needs to be monitored and evaluated on a regular basis. Key to this evaluation should be the extent to which the policy is contributing to the progress students make at school and their attitude to learning.
2. It is the responsibility of each subject department to monitor/discuss homework within the department at subject department meetings.
3. Teachers need to evaluate the quality of homework and the contribution it is making to learning.
4. The system can also be evaluated through staff appraisal at staff meetings and through the school policy review team.
5. Parents/Guardians should also play their part in monitoring homework for their son/daughter, and relate any issues to the class teacher, where appropriate.

This policy was adopted by the Board of Management on \_\_\_\_\_ [date]

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
*Chairperson of the Board of Management*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
*Principal*

Date of next review: \_\_\_\_\_