



Coachford College

Homework Policy

1. General

1.1 Scope

This policy applies to all students, staff and parents/guardians in Coachford College. It was drawn up in consultation with all school partners.

1.2 Context

This policy has been devised in keeping with the school's Mission Statement and characteristic spirit. It should be read in conjunction with the school's Blended Learning Policy, Digital Literacy Plan, Acceptable Use of Technology Policy, Wellbeing Plan, Special Educational Needs Policy, Appropriate Behaviour Policy, School Outings Policy, GDPR, Data Protection Policy and Child Safeguarding Statement. The policy serves to support the school's vision for excellence in teaching and learning as set out in Looking at our School: A Quality Framework 2016-2020, in the vision for Junior Cycle and in the NCCA's Guidelines for Wellbeing at Junior Cycle. The school's Mission Statement sets out the school's vision for the encouragement of the pursuit of excellence and the creation of an environment conducive to the highest standards of achievement in a community in which mutual respect is shared in a positive environment, with student wellbeing is its core.

1.3 Objectives

This policy aims to provide students, parents/guardians and teachers with guidelines and a context for homework that will assist students in reaching a deeper understanding of their learning.

1.4. Rationale

Homework forms an essential part of a student's education and therefore plays a vital role in learning. Great emphasis is placed at Coachford College on setting purposeful, well planned homework, which is designed to assist each student in reaching his/her full potential. This policy is informed by the school's Mission Statement.

1. Homework provides students with an opportunity to reflect upon and review their learning, and consolidate and apply the knowledge and skills which were taught and learned in class.

2. It affords students an opportunity to work on their own initiative, be creative and innovative, implement ideas, and to take action and responsibility for their own learning
3. It affords students an opportunity to gather and synthesise information, to think critically and to problem solve.
4. Homework facilitates the application of many of the Junior Cycle Key Skills such as Managing Myself, Managing Information & Thinking, and Communicating.
5. Homework serves to re-inforce the Wellbeing Indicators which underpin all learning tasks, such as Responsibility, Connection and Resilience.
6. Homework informs Assessment for Learning and formative feedback, which support students in building a deeper understanding of their knowledge and skills, and the demonstration of same. It helps teachers to assess students' progress effectively, give formative feedback, acknowledge achievement and identify areas for improvement.
7. It offers opportunities for students to develop their skills of self-assessment and peer assessment, and to evaluate their learning either alone or in collaboration with others.
8. Homework provides parents/guardians with information on their child's progress at school.
9. It allows teachers to differentiate assignments, allowing each student to reach their full potential.
10. Homework fosters positive values such as self-discipline and an interest in learning in students which will benefit them throughout their lives.
11. It aids examination preparation.

2. Types of Homework

A wide variety of homework assignments are set by teachers. Homework assignments vary depending on the subject, the student and the teacher's intention when setting a homework task. Homework may include the following:

- Written work including writing essays/articles/speeches/short stories/dialogues/poems;
- Learning by rote;
- Aural work/ Development of oral skills;
- Research for projects and writing up project briefs;
- Studying and revision;
- Drawing, Art work, design, model making;
- Reading;
- Listening to and/or viewing radio/television/online programmes;
- Making notes;
- Preparing presentations.

This list is not exhaustive.

3. Blended Learning Policy & Acceptable Use of Technology Policy

The school's Blended Learning Policy and Acceptable Use of Technology Policy have particular relevance in the context of homework.

Blended Learning refers to the utilization of online learning to enhance learning both when students are physically present in school and when learning remotely.

The Acceptable Use of Technology Policy sets out the strategies and guidance advocated in Coachford College in order to maximise learning opportunities and reduce risks associated with the use of technology when used to support learning.

Students, parents/guardians and teachers are advised to familiarise themselves with the above policies; both are part of the framework which supports and underpins all learning in Coachford College, including homework.

4. Communication between home and school

All students are issued with a School Journal at the beginning of each academic year. The School Journal plays a very important role in helping students to organise themselves for school, and it facilitates communication between home and school.

Students are encouraged to record details of all assigned homework in their journal at the end of each class during the school day. Homework which is assigned on Google Classroom should also be recorded in a student's Journal so that the student has a complete record of all assigned Homework. Students can then 'tick off' all homework following its completion at home. Furthermore, it is advised that students write details of all their classes for the following school day in to their Journal each night, and ensure that all necessary homework assignments, books, materials, their school Journal, etc. are packed in their school bag for the following day.

The School Journal is an important school document and it remains the property of the school. Students are expected to maintain their Journal in an excellent condition, and only use it for its intended purpose. Specifically, students should not write graffiti, etc., on their Journal, or allow other students to write on their Journal.

5. Homework Guidelines

5.1 Students' responsibilities:

1. Each student must record all homework in her/his Journal as outlined by the subject teacher. All forms of homework, including work set by the teacher on Google Classroom, should be recorded.
2. Before students leave class, they should ensure that they understand clearly what their teacher expects them to do for homework.

3. The teacher will inform students of the time and date for submitting homework.
4. Homework should be completed and submitted on time, in full and to the required standard.
5. When absent from school, students must complete the work assigned to them when they are well enough to do so.
6. It is the responsibility of students to procure, complete and submit all homework assigned to them when they are absent from class due to participation in co-curricular or extra-curricular activities.
7. A student's Homework Journal must be signed by their parent/guardian each week, or by the student in the case of adult students who are not consenting to share personal data, and presented to their teacher for inspection if requested.
8. Copying homework from another student will not be tolerated and is regarded as a serious matter.

5.2 Parents'/Guardians' Responsibilities:

1. Parents/guardians should identify a suitable location in the home in which to complete homework. The following are important considerations:
 - Lighting should be suitable;
 - Homework should be completed in a quiet location;
 - Mobile phones/devices in another room except when they are needed for homework;
 - Distractions such as television, music, etc. should be avoided;
 - Parents/guardians should ensure that homework issued online can be accessed, and submitted;
 - Students should be supported with the formulation of short and medium term study plans. On any night when all homework is completed with time remaining, some of the work identified in the medium-term study plan can then be attempted;
 - In order to learn effectively a minimum 8 – 10 hours' sleep per night is recommended.
2. Parents/guardians are asked to regularly review their daughter/son's Homework Journal, and should check that:
 - All homework is recorded daily, and 'ticked off' on completion. Details of homework should include page number, questions, etc.;
 - The Journal is maintained in a clean and presentable condition. No graffiti or student notes should appear in the Journal;
 - The Journal is signed weekly by the Parent/Guardian, and any comments from teachers are acknowledged with a Parent's/Guardian's signature;
 - Loss of the school Journal should be reported immediately to the Year Head.
3. It is expected that parents/guardians attend Parent-Teacher Meetings. In addition, parents/guardians are advised to log on to VShare routinely to monitor their child's attendance, and monthly assessment results if your child is in an exam year.

Parents/guardians are advised to contact teachers if there are concerns which ought to be discussed.

4. The collaboration and support of parents/guardians in dealing with concerns which arise, is greatly valued as a means of achieving the best possible outcomes for students.
5. Parents/guardians should encourage the importance and benefits of reading.
6. Homework should be discussed with students. Parental support and interest can have a significant impact on a student's progress in school. Parents/guardians should explain to students that a certain minimum time needs to be spent on homework. If a student has less homework on one evening, the balance of the time allocated to homework should be used for study.
7. In the event of homework not being presented, a letter of explanation from parents/guardians should be provided to the teacher.

Recommended time allocation for Homework:

Year	Hours per school day on homework and revision
First Year	1-2 hours*
Second Year	2-2.5 hours*
Third Year	2-3 hours*
Transition Year	1.5 hours*
Fifth Year	2-3 hours*
Leaving Certificate	3-4 hours*

(*reaching the higher figure in the second half of the school year)

5.3 Teachers' Responsibilities

It is the responsibility of teachers to ensure that

- Homework is well-planned, purposeful, appropriately assessed and serves to review, consolidate and apply the knowledge and skills which were taught and learned in class;
- Parents/guardians are notified if a student's homework does not meet the school's expectations.

This Policy was reviewed by the Board of Management of Coachford College on March 29th 2022, as signed by the Chairperson of the Board of Management and the Principal.

It is available to all members of the school community, and posted on the school's website.

The policy will be reviewed on an annual basis, and/or as deemed necessary.

Niamh Lehane

Chairperson of the Board of Management

Date: 29/03/2022

Áine-Máire Ní Fhaoláin

Principal

Date: 29/03/2022