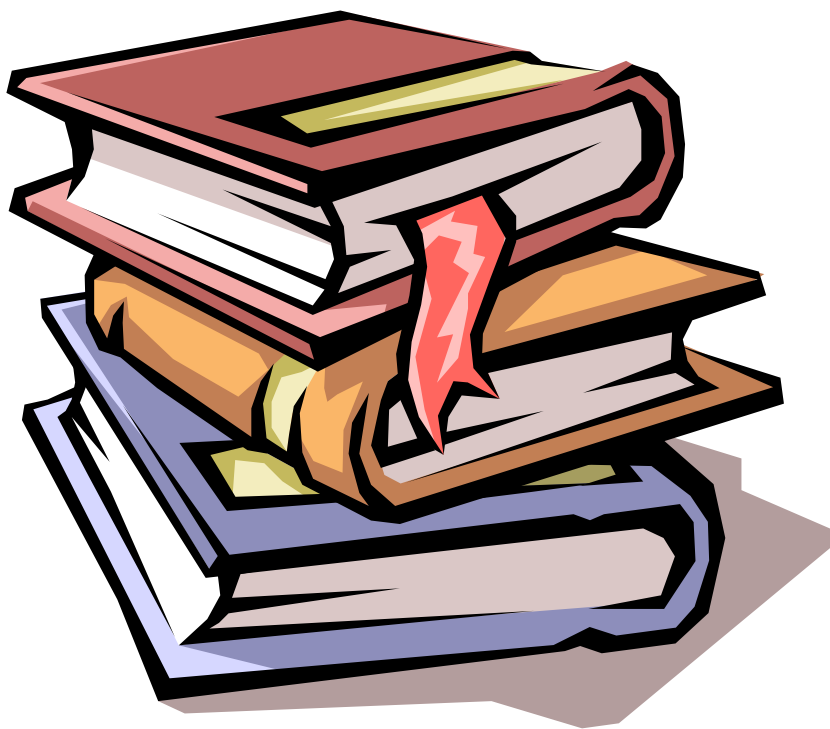


Whole School Policy on Homework



Patrician Academy,
Mallow,
Co. Cork.
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1. Scope

- 1.1 This document sets out the homework policy of the school.
- 1.2 The policy reflects the school's ethos and mission statement, which is committed to the pursuit of excellence, encouraging students to develop their full academic and intellectual potential and to enhancing each student's sense of dignity and self-worth.
- 1.3 The policy covers all aspects of homework including written assignments, study, oral work, project work and revision assignments.

2. Rationale

- 2.1 The policy is necessary to:
 - Provide a reference point for parents, students and teachers.
 - Provide transparency and accountability.
 - Comply with the requirements of the Education Act 1998.
 - Clarify procedures.

3. Goals / Objectives

The policy aims to:

- Support and reinforce teaching and learning.
- Develop a positive attitude towards homework and study.
- Inculcate and encourage good study habits and skills
- Develop in students the skills required for independent learning.
- Develop in students a positive work ethic.
- Inculcate and foster a culture of independent learning.
- Foster and reinforce self-esteem.
- Provide regular feedback for students and teachers on the teaching and learning process.
- Ensure that students derive the optimum benefit from the teaching and learning process.
- Monitor and assess students' progress.
- Enhance the academic achievement of students.
- Encourage parental interest and responsibility for students' progress.

4. Implementation Procedures

- 4.1 Teachers assign homework on a regular basis and students know what is required.
- 4.2 Teachers correct all homework and students receive feedback.
- 4.3 Students note all homework in their School Journal.

- 4.4 Students have a responsibility to get and do homework they have missed due to absence from school (i.e. illness, school activities).
- 4.5 If students have difficulty in getting and completing homework satisfactorily due to involvement in school activities, they may be withdrawn from such activities for a period of time.
- 4.6 Subject teachers are responsible for the implementation and monitoring of the homework policy in their own class. They may contact parents directly by phone or by letter and may impose appropriate sanctions for failure to do homework
Sanctions may include:
 - Note in School Journal - teachers note that homework is not done or is not done satisfactorily. Three notes results in referral to the Year Head.
 - Extra homework.
 - Lines.
- 4.7 Parents / Guardians monitor and sign the School Journal on a weekly basis.
- 4.8 Where a student refuses to do homework or complete homework in a satisfactory manner the following procedure will be implemented:
 - A student who fails to do homework or complete homework satisfactorily on a continuous basis will receive a note in his School Journal from his Subject Teacher.
 - On receipt of a third note, the student will be referred to the Year Head by the Subject Teacher.
 - The Year Head will place the student on a Homework Monitoring Report for one week.
 - Parents / Guardians will be informed in writing that the student's homework and progress is unsatisfactory and they will be invited to contact the school to arrange a meeting with the Year Head and Deputy Principal to discuss the issue if they so wish.
 - Following a second referral to the Year Head, (upon receipt of two more notes in his School Journal), the student's parents / guardians will be invited to the school to discuss the student's progress with the Year Head and Deputy Principal prior to putting the student on report.
 - Following this meeting the student will be placed on a Homework Monitoring Report for one week.
 - At the end of the week the Deputy Principal, in liaison with the Year Head, will review the Homework Report with the student. The student will be placed on another Homework Monitoring Report if deemed necessary.
 - Where a student continually fails to do homework or continues to do homework unsatisfactorily, he may be placed on a homework Monitoring Report for a further agreed period of time.

- Students will be provided with relevant assistance and guidance to ensure that they comply with the homework policy.
- When this procedure is exhausted and the student continues to refuse to do homework or complete homework satisfactorily on a continuous basis the matter will be deemed to be a behavioural / discipline issue.

5. Roles and Responsibilities

5.1 Teachers

- Assign homework on a regular basis.
- Motivate students
- Provide assistance and guidance
- Correct all homework and provide feedback.
- Monitor homework.
- Write note in School Journal when a student refuses to do homework or complete homework satisfactorily on a continuous basis.
- Inform the Year Head when the student receives a third note in the school Journal.

5.2 Students

- Record and do all homework efficiently and accept sanctions if homework is not done satisfactorily.
- Present homework in time and in the manner required by teachers and accept sanctions if unsatisfactory.
- Present homework neatly and tidily.

5.3 Parents

- Play an important supportive role in the implementation of the Homework Policy.
- Provide a suitable environment in which to carry out homework.
- Oversee homework and ensure that the student does homework regularly and report any concerns to the school.
- Take responsibility for checking and signing the School Journal on a weekly basis.
- Liaise with the Parents' Association on understanding the nature of homework.

5.4 Principal

- Oversees the implementation of policy.
- Consults with staff.
- Ensures that homework is given and carried out effectively.
- Receives reports from Deputy Principal and Year Heads.
- Meets parents when required.

5.5 Deputy Principal

- Oversees implementation of policy in conjunction with Year Heads and Principal.
- Informs parents in writing when students receive a third note for homework.
- Meets parents when required.
- Consults with staff.
- Reports to the Principal.

5.6 Year Head

- Checks and signs School Journal on a weekly basis for class group.
- Discusses homework issues with students who are referred.
- Reviews students' academic progress when required.
- Liaises with parents.
- Reports to the Deputy Principal and Principal.

5.7 Class Tutor

- Checks and signs School Journal on a weekly basis for a class group.
- Liaises with Deputy Principal and Year Head on students' progress.

6. Monitoring

- 6.1 Teachers check and monitor homework on a daily basis.
- 6.2 Parents check that homework is done satisfactorily.
- 6.3 Class Tutors check School Journal.
- 6.4 Implementation of the policy will be monitored on a regular basis at staff meetings.

7. Success Criteria

- Quality of homework improves.
- Students' motivation improves.
- Teaching and learning environment improves.
- Students perform better in exams and achieve their optimum potential.
- Students have a positive attitude to homework.
- Parents understand the nature and importance of homework.
- Parents monitor homework regularly.

8. Review Procedures

- The policy will be reviewed initially after six months and thereafter every two years.
- The Review Team will include Principal, Deputy Principal, School Development Planning Co-Coordinator, Year Heads and a representative Team of Teachers. All staff will be consulted for final discussion and agreement.

- Feedback will be sought from the Board of management, Parents Association and the Students' Council.
- The Principal will report to the Board of Management, Parents' Association and Students' Council.