



Respect - Justice - Integrity - Honesty - Saothar

# Coláiste na Mí

## Homework Policy

September 2024

Kindness - Honour - Teamwork - Responsibility



Tel: 046 9012130  
Email: [colaistenami@lmetb.ie](mailto:colaistenami@lmetb.ie)  
[www.colaistenami.ie](http://www.colaistenami.ie)  
Johnstown Educational Campus,  
Johnstown, Navan, Co. Meath, C15 T028

Find us on X, Facebook and Instagram



# Introduction

## Mission Statement

Coláiste na Mí is a child-centred, supportive learning environment where each student is encouraged and facilitated in realising their full potential in a positive climate which is caring, respectful, fair, and inclusive.

The school community of Coláiste na Mí is a partnership of students, staff, parents and all members of our community.

The promotion of personal development and learning through hard work, creativity and commitment is a priority in our school.

## What is Homework?

Homework can take many forms, depending on the subject and the topic. It can consist of written work, reading, study and/or practice. The following is a **sample** list of the various forms that homework can take:

<ul style="list-style-type: none"><li>➤ Answering questions in a copy, on a sheet or electronically.</li><li>➤ Practice assignments.</li><li>➤ Preparation of materials e.g. Art or Home Economics.</li><li>➤ Research for a topic or for a project, to be completed over a set time.</li><li>➤ Pre-learning or pre-reading in advance of being taught.</li><li>➤ Learning information from notes, worksheets or other sources.</li><li>➤ Revision of topics covered.</li><li>➤ Learning vocabulary or definitions.</li></ul>	<ul style="list-style-type: none"><li>➤ Finishing work not completed in class.</li><li>➤ Reading / Accelerated Reader.</li><li>➤ Writing up experiments.</li><li>➤ Practical work.</li><li>➤ Transferring skills to new situations.</li><li>➤ Practicing listening/musical skills.</li><li>➤ Writing essays.</li><li>➤ Watching programmes and reporting.</li><li>➤ Activities using the iPad.</li></ul>
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➤ Writing up missed work	➤ Preparing and practicing oral work.
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### **Rationale**

The Homework Policy supports the fulfilment of our Mission Statement: *'The promotion of personal development and learning through hard work, creativity and commitment is a priority in our school.'*

### **Homework:**

- Enables students to review, re-enforce and practise the skills learned during class.
- Prepares the student for the next lesson.
- Provides a platform for further learning.
- Leads to improvements in learning and it helps with memory.
- Provides an opportunity for students to apply their learning.
- Helps students and teachers to identify learning gaps.
- Generates an understanding of the benefits of learning.
- Improves student confidence in their learning process.
- Encourages students to become independent learners.
- Provides feedback to the teacher on student progress.
- Builds a link between the home and school.
- Nurtures responsibility, perseverance, self-discipline and time management.
- Improves literacy and numeracy.
- Helps students to construct knowledge, develop deeper understandings and make links between the concepts to which they have been introduced during lessons.
- Help students to prepare for in-school assessments and State examinations.
- Supports the transition from post primary education to further education where independent learning will be expected.

### **Study Skills**

It is important that students have frequent and increasing opportunities to develop and consolidate their competence as independent learners. As such;

- Each subject teacher provides tips and guidelines on the specific requirements within his/her subject area.
- The SPHE programme at junior cycle also helps guide students in this area.
- The Guidance service in CnM will deliver whole school study skills resources and strategies twice a year during study skills themed weeks.
- Yearheads will address study skills with their year groups during assemblies and they may use external facilitators to support the development of student study skills.

### **Additional Educational Needs**

In setting homework for students with additional educational needs, teachers will endeavour to balance the right of students to share fully in the work of the class, including homework, with their individual learning needs.

### **Recording of Homework**

The school student Dialann (journal) will be used by students to record their homework and/or the work they did in class.

### **Dialann and expectations**

In conjunction with the school Dialann, homework will also be posted on OneNote / TEAMS as a record for absent students. However, it should not be used as a substitute for the dialann.

- 'How to use my Dialann' is taught explicitly to students at the beginning of the school year.
- Homework is written clearly on the White Board by the teacher and students are

allowed sufficient time to record it at the end of the lesson.

- It is useful for students to receive an estimate time for how long it should take to complete the homework from the teacher.
- Homework may at times be assigned through email/digital platforms.
- Students must record in their Dialann the learning covered and homework assigned at the end of every class period.
- The school Dialann supports communication between Teacher/Tutor/Year Head/Senior Management Team/Parents/Guardians of any concerns regarding homework.
- The Dialann ensures the student is involved in all communications between school and home.

#### **Guidelines on time to be spent doing homework**

The time spent working on each subject will vary depending on the nature of the assignment. The length of time spent doing homework will increase with each year in school. Where teachers do not see their class every day, they may assign the homework to be completed over a number of days. In the run up to school and state examinations, students are expected to do extra revision and study. The following are guidelines relating to the length of time which should be spent at homework:

- 1st Year          One and a half hours
- 2nd Year          Two hours
- 3rd Year          Two and a half hours
- TY & LCA          Must complete all tasks/assignments by the deadline allocated
- 5th Year          Two and a half to three hours
- 6th Years          Three hours (minimum)

#### **NOTE:**

***All Junior Cycle students are expected to complete 20 minutes of reading homework per evening.***

## **Roles and Responsibilities:**

### **Senior Management Team**

It is the role of the Principal and the Deputy Principals to avail of opportunities in appropriate fora to reiterate to students and to parents the importance of homework and to refer them to the Homework Policy. It is also their role to support all members of the teaching staff in their efforts to have students adhere to the measures outlined in the Homework Policy.

<b><u>Students are expected to:</u></b>	<b><u>Teachers are expected to:</u></b>
<ul style="list-style-type: none"><li>➤ Have their dialann with them at all times</li><li>➤ Write all homework into the dialann</li><li>➤ Organise what they need and their time in order to complete their homework</li><li>➤ Bring home their school bags every day</li><li>➤ Develop a routine for doing homework</li><li>➤ Complete their homework neatly and to the best of their ability</li><li>➤ Present all homework on time</li><li>➤ Ensure that all homework and other materials needed for school are in their school bag</li><li>➤ If a student is absent from the class, they must get their class work and homework from their teacher or classmates</li><li>➤ Charge their iPads every night as part of their homework</li><li>➤ Submit via TEAMS/OneNote and/or hardcopy, as directed by the teacher.</li></ul>	<ul style="list-style-type: none"><li>➤ Highlight the importance of doing homework properly</li><li>➤ Set appropriate homework for each class</li><li>➤ Allocate sufficient homework</li><li>➤ Explain homework clearly</li><li>➤ Give students sufficient time to take the homework down from the board into their dialann</li><li>➤ Provide supporting notes/materials where appropriate</li><li>➤ Record the homework given in each lesson</li><li>➤ Check, correct and give feedback on the homework</li><li>➤ Keep records regarding student completion</li><li>➤ Notify parents early where there is an issue regarding homework via the dialann.</li></ul>

<p><u>Parents are expected to:</u></p> <ul style="list-style-type: none"> <li>➤ Support this policy</li> <li>➤ Provide a suitable environment for the student to do their homework</li> <li>➤ Ensure that homework is completed</li> <li>➤ Provide the materials needed where necessary</li> <li>➤ Respond to notes from teachers</li> <li>➤ Notify teachers, by writing a note in the notes section of the dialann, where there is a problem regarding homework</li> <li>➤ Check the dialann every night</li> <li>➤ Sign the dialann every weekend</li> </ul>	<p><u>The Caomhnóir is expected to:</u></p> <ul style="list-style-type: none"> <li>➤ Explain the importance of homework</li> <li>➤ Encourage students to do their homework to a high standard</li> <li>➤ Check the student dialann weekly</li> <li>➤ Liaise with Yearhead</li> <li>➤ Liaise with parents when an issue arises</li> <li>➤ Review overall progress with the student weekly</li> </ul>
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### **Procedures to affirm students' homework efforts**

Subject teachers will affirm the efforts of students who complete their homework by correcting it in a timely manner and by giving quality feedback, ensuring there is a focus on a positive as well as giving corrections. Teachers can use the student dialann positively to communicate with home around homework completion and they can use the Merit System in the dialann to reward the student. Teachers are free to use classroom reward strategies that they deem appropriate to them eg: no homework once a month, a reward homework pass, little prizes, certificates, postcards home, etc

### **Procedures and sanctions to manage homework issues**

Where a student fails to do their homework or does not do it to an acceptable standard the subject teacher will deal with this as part of their classroom management approach. They have Stage 1 of the Ladder of Referral to give them guidance on this. Teachers will keep their own records of homework allocated, completed, not completed, and they will use the student dialann to communicate with home that homework was not done or it was done to an

inadequate standard. In cases of persistent problems with homework and once all classroom management strategies have been exhausted the subject teacher can refer the matter to the Caomhnair. From here further Stages of the Ladder of the Referral may be used as appropriate.

### **Homework supports in school**

- After School Study is available to students for a minimal fee, that takes place from Monday to Thursday from 3.40pm to 5.40pm.
  - SPHE (Social, Personal and Health Education): modules will teach the students about the importance of organisation and routine with regards to homework.
  - Themed Study Skills weeks take place twice a year where there is a whole school focus on study and motivation, which will incorporate the importance of homework and planning.
  - Study Skills Programmes are delivered to year groups at various point throughout their time in CnM. External facilitators may be sourced by the Yearhead to deliver this.
  - The Guidance Service delivers classes to students across the school on study/homework skills, planning and organisation.
  - The Guidance Service will support students individually with stress or anxiety around workload, exams and study.
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