

St Vincent's Secondary School

Homework Policy

Homework Committee

2011



Finglas Road, Glasnevin, Dublin 11

Introduction

St Vincent's Secondary School is an all-boys voluntary Secondary school under the trusteeship of the Edmund Rice Schools Trust (ERST).

This policy is rooted in the school's fundamental aim to foster in students a spirit of self reliance, independence, co-operation and responsibility and to provide them with the skills for life long learning.

Students are encouraged to strive for excellence at the level of his ability in all areas of life and work.

Definition of Homework

The term Homework should not be narrowly interpreted. A wide variety of homework assignments are set by teachers and may include:

- Written work
- Learning
- Aural work
- Revision
- Examination preparation
- Projects
- Research
- Reading
- Drawing/ Painting
- Designing and making models
- Visits to public library
- Using the internet for research
- Listening to radio programmes and watching television programmes recommended by the teacher.

The Purpose of Homework

From Journal

Rationale

- Homework provides students with an opportunity to reinforce material already covered in class.
- It encourages the skills needed for students to study effectively on their own and promotes independent learning.
- It extends school learning, for example, through additional reading.
- It is a useful mental discipline as it allows students to test their powers of recall and prepares the students for success in examinations.
- It is essential for students to commit certain facts to memory eg. Formulae, facts, poems etc. and it is important that these should be revised regularly.

From the beginning of first year each student is expected to establish a homework routine.

The Journal

The school journal, which is distributed at the beginning of the year, is of utmost importance. Students are required to have their journals on their desks during class and with them at all times during the school day. The school journal must be kept free of graffiti or any other offensive or personal material. If a student damages or loses his or another student's journal he will be required to replace it immediately.

The **purpose** of the journal is:

- To enable students to record all assigned homework each day. Each student should have listed the classes they have for the day in the left hand column and the homework beside it.
- To ensure that all materials required for completion of homework are brought home each evening and presented, for inspection, the following day.

Journals will be monitored regularly and should always be available to teachers and parents should they wish to communicate with each other.

Time Allocation

The amount of time needed for students to complete homework assignments varies from student to student and from academic year to year. The following are broad guidelines as to how much time St. Vincent's Secondary School recommends the student spend doing homework.

First year:	1.5 hours per night
Second year:	2.0 hours per night
Third year:	2.5 hours per night
Fifth year:	3.0 hours per night
Sixth year:	3.5 hours per night

Transition year and Leaving Certificate Applied students will follow a special homework programme designed by teachers for these courses.

Students who are preparing for state examinations should assign additional time for studying. If a student has been absent, the onus is on him to discover what homework has been set and endeavour to complete it. Homework will be available on the school's homework website.

Guidelines for teachers re: Homework

1. Teachers in the school will set homework, where appropriate, on topics covered in class, differentiating according to the needs and abilities of the students.
2. Teachers will explain homework assignments clearly and allocate time to allow students to record homework in their journals. Teachers will write the homework on the board or the school website and check that the students have recorded it correctly.
3. Teachers will check that homework is completed.
4. Subject teachers will first write a note in the journal regarding homework not being done and will then send a letter to parents/ guardians if a student persistently fails to do/ attempt homework
5. Correction of homework-whether written, taped or in CD or any other format, is a central element of the teaching and learning process. On that basis, teachers will correct students' work sufficiently often to maintain the integrity of the teaching and learning process.
6. Teachers will ensure that no single subject should take up a disproportionate amount of students' time to the detriment of other subjects.
7. Adequate time will be given to students to complete major assignments such as essays etc.
8. Homework will not interfere unduly with structured revision programmes during the run up to the examinations.
9. Teachers will avail of opportunities to encourage parents to become actively involved in their sons homework.
10. Students will be made aware that it is their responsibility to get details of homework assignments from classmates or their teacher if they are absent from school for any reason. Homework details are available on the school website.
11. The amount of homework will be curtailed or deadlines extended when students are involved in school related activities such as attending or taking part in a play, debate, sports event, concert etc.

Guidelines for students re: Homework

1. The teachers in St Vincent's Secondary School place great emphasis on setting purposeful, well planned homework which is designed to assist each student in reaching his full potential.
2. Students are expected to complete all homework assignments given to them by their teachers.
3. Homework should be done on time, in full and should be properly presented.
4. Each student must record all homework in his homework journal as outlined by the subject teachers. Both written work and learning work must be recorded in the journal.
5. before you leave each class be sure that you understand clearly what your teacher expects you to do for homework. If in doubt seek clarification.
6. Your teacher will inform you of the due date for submitting homework. If in doubt, ask your teacher to clarify this.
7. Your homework journal must be signed by a parent/guardian each night and presented to your teacher when requested.
8. If you are absent from class/school for any reason, it is your responsibility to find out details of the work that you missed. This can be accessed on the school website or from a classmate. This applies to students who miss classes due to sporting or other extra curricular activities or personal appointments.
9. Copying homework from other students is counter-productive and is regarded as a serious matter by the school. The same applies to allowing another student to copy your homework.
10. In circumstances where homework is not submitted for a genuine reason, a note of explanation is required from parents/guardians.
11. Parents/Guardians will be notified if a student's performance at homework does not meet the school's expectations.

Parent's / Guardians Role in Homework

Parents / Guardians can aid the progress of their son by:

1. Reminding him to allow sufficient time to complete homework assignments. Suggest that your son draws up a study timetable which should take account of all weekly activities such as sports, leisure, T.V. etc.
2. Providing a suitable, quiet place where the student can study.
3. Checking periodically that the written homework submitted is neat and legible.
4. Ensuring that each item of homework, listed in the homework journal, is carefully completed.
5. Signing the homework journal each night. In the event of homework not being done, a note of explanation should be sent to the subject teacher.
6. Discussing your son's homework with him. Ask how he is getting on at school and even if the response is brief, as is often the case with teenagers, continue to maintain an interest.
7. Attending Parent / Teacher meetings. Make an appointment to meet teachers if there are problems to be discussed.
8. Not allowing weekend jobs to interfere unduly with the school work. It is not recommended that students engage in part-time work during the school week.
9. Fully supporting the school in any actions we take to deal with matters relating to homework. Failure to meet homework requirements is taken seriously by the school as we are aware that the neglect of homework can only result in under-achievement.

Homework Sanctions

Homework assignments and deadlines are set by subject teachers and must be adhered to. Lack of cooperation by students may be dealt with in any of the following ways by the subject teacher:

- Subject teacher speaks to the student about her poor homework performance and punishment is given.
- Student must produce homework and punishment the following class
- The subject teacher will send a note to parents/ guardians informing them of the student's failure to complete/ attempt homework and punishment.
- After numerous failed efforts to produce their homework, the subject teacher will request that the form teacher speak with the student.
- If no improvement occurs, the matter will be referred to the Dean of Discipline. The Home/ School Liaison coordinator and the Guidance Counsellor may be involved at this stage.
- The school's detention system will be used for persistent failure to do/ attempt homework.
- The school homework club will be available for those who find homework difficult.



ST VINCENT'S SECONDARY

Principal: Mr. J Horan
Deputy Principal: Mr. T Bourke

Tel: (01) 8304375

Dear _____

Date: _____

I wish to draw your attention to a problem that has arisen regarding _____

Performance at homework. It should be noted that the problem has occurred on a regular basis and has become a cause of concern to me.

- Homework not attempted
- Homework poorly attempted
- Homework not completed
- Homework not handed up on time
- Homework appears to have been copied from another student
- Other

Please refer again to the Homework policy document which each family received at the beginning of the school year, or which can be found on the school website. The document clearly states the importance which the school attaches to the issue of homework and the vital role it plays in the education process.

Your co-operation in this matter is in your son's best interest so please impress on him how essential it is to comply with the school's expectations regarding homework.

Signed: _____

Teacher of: _____

Please detach below and return to the teacher named above.

I have read the above letter regarding _____ 's homework and I have discussed the matter with him and have impressed upon him the importance of completing his homework properly.

Signed: _____

Date: _____



ST VINCENT'S SECONDARY

Principal: Mr. J Horan
Deputy Principal: Mr. T Bourke

Tel: (01) 8304375

Dear _____

Date: _____

This is the second time you have been contacted regarding _____ poor

performance at homework. It should be noted that the problem has occurred on a regular basis and has become a cause of concern to me.

- Homework not attempted
- Homework poorly attempted
- Homework not completed
- Homework not handed up on time
- Homework appears to have been copied from another student
- Other

Please refer again to the Homework policy document which each family received at the beginning of the school year, or which can be found on the school website. The document clearly states the importance which the school attaches to the issue of homework and the vital role it plays in the education process.

Your co-operation in this matter is in your son's best interest so please impress on him how essential it is to comply with the school's expectations regarding homework.

I would appreciate if you would contact the school to make an appointment to meet with me to discuss this matter as soon as possible.

Signed: _____

Position: _____