

Students at Ardcoil Rath Iomgháin are expected to be fully prepared for their classes each day. This will require careful study at home to ensure written assignments and memory work set in class are completed thoroughly. Homework should also include time for revision. Each student should be encouraged to achieve their full potential through the recognition and reward of their efforts and responsibilities, in a safe and friendly environment of learning and mutual respect.

The effective allocation of suitable homework will help them in their development, reinforce material covered in the day's lesson or lay foundations for future material to be covered.

Homework will be corrected as soon as possible with feedback provided when relevant.

What is study?

Study means to apply your mind to any subject in order to learn about it. Study is accomplished mostly by reading, observation, questioning, listening, reflection and doing. The purpose is to discover and understand information, to obtain facts and learn skills by which you can organise and express your thoughts and talents.

Objectives of Homework

It helps the student revise material covered.

- Enhances the student's growing independence as a learner and foster good study habits. It also makes the student responsible for his or her own learning.
- Develops self discipline and organizational skills.
- Prepares student for future tests and examinations.
- Provides for parental involvement in their child's learning and with information on their Childs progress in school.

Homework can be written, practical assignments, oral, learning assignments and/or a combination of both. It can also include using the computer/internet, projects, tape work for languages, essays, vocabulary, research, report writing, experiments, interviews, drawing, research and model making,

1. Homework assigned will be regular and cover various skills (oral, written, aural, reading).
2. Relate to material covered in class or work assigned in preparation for a new topic. This may require independent research.
3. Homework may include revision.
4. All homework and the date due will be written on the board by the teacher.
5. This homework will be recorded in the student's journal along with the date the assignment is due.

6. All students away on school business must inform themselves of homework assigned during their absence.

Time allocation for homework

The amount of time taken to complete homework will vary from student to student and from year to year. However Ard Scoil Rathlomgháin recommends the following:

First years:	1 ½ hours
Second years:	2-2½ hours
Third years:	2½-3 hours
Fifth years:	3-3½ hours
Sixth years:	3½-4 hours.

- Pupils who are sitting state examinations or house examinations will probably require more time as the exams approach.
- Study sessions can be more effective if they are broken up into 30 minute sessions followed by a 10 minute break. However students must be able to practice sitting down doing exam paper questions allowing for the time taken in exams which can be up to 3 hours or more.
- Always have a goal. “ I am going to know the main point of _____ in 30 minutes”
 1. Always test yourself. Jot down the points you can remember. Flick through the chapter you are studying and highlight what you are forgetting.
 2. Always attempt homework without looking at the text book. Revise first, close the book, and then do your homework from memory.
 3. Interact with your text books. Don't just sit passively reading a textbook. Take notes, attempt questions, use learning maps, cartoons, rhymes, anything to make the subject interesting.
 4. Study skill classes are taught in the school.

LOOK, LISTEN, LEARN

Guidelines for Parents/Guardians

- Ard Scoil Rathlomgháin expects parents/guardians cooperation in the implementation of this policy and encourages them to provide a suitable place for your son/daughter can do their homework.
- Parents/Guardians should look in your sons/daughters journal and see what homework has been set **and sign notes from school personnel.**
- **It is expected that you would weekly examine your sons/daughters homework journal to keep in contact with the teachers and reconcile the homework given. All journals must be signed on a Friday by parents/guardians of students in 1st, 2nd and 3rd year to facilitate this.**
- Parents must write a note excusing the child from having no homework in the student's journal. This should only be used in exceptional circumstances. A valid reason for non-completion must be furnished and a commitment from parent and student that said homework will be completed and presented the following day or at an agreed time.
- Check that homework has been completed satisfactorily and to the best of your sons/daughters ability.
- You can help your child to go over work from the classes they had that day.
- Look at your sons/daughters timetable for the next day and help them to get their school bag ready with books, copies, equipment, ingredients, sports gear, art folder *etc.*
- Take a positive and supportive interest in your sons/daughters homework and study programme by encouraging them rather than just insisting that the work is done.
- You should look through your sons/daughters copies to show interest in their work.
- Talk about school to your child to show interest and find out if they have any worries.
- It is the parents/guardians responsibility to inform the school or class teacher of any reasons why your son/daughter was unable to complete their homework assignment. A parent/guardian may communicate this through your sons/daughters journal.
- Parents/Guardians should attend parent-teacher meetings. Should you be unable to attend you can arrange another meeting by contacting the school.
- Since computers are an integral part of today's world, it is inevitable that the internet is a source for much research. Parents/guardians are encouraged to monitor their sons/daughters use of the internet.
- Sometimes parents/guardians assist with homework but it is in your sons/daughters best interest that the work presented is their own work.
- Time spent on homework may vary from student to student. Parents/guardians are asked to let the subject teacher know if your son/daughter is having difficulty completing their homework.

- Exam classes should have a study time-table and a set routine and you as parent/guardian should encourage this.
- No written homework **does not mean no study**. Students need to revise class work each evening.
- Homework not done for class needs to be done for the next day.
- It is difficult for your son/daughter to reach their full potential if they have a part-time job so part-time jobs should not be encouraged.
- Finally, students need their sleep. Late nights, T.V. will affect their concentration at school the next day.

Guidelines for Students on Homework

Responsibilities:

- Each student should have a homework journal in which to make a record of details of homework.
- Students are expected to present their work on time and in a *tidy* and *organised* manner. To facilitate this students are expected to have at least one homework dedicated copy per subject. Written homework must be presented in a suitable copy/folder with due diligence given to its completion and presentation.
- No verbal excuses acceptable.

Absence from class:

- If a student is absent from class for a short period of time or due to extra-curricular activities it is the responsibility of the student to catch up on the work they have missed. However, extra-curricular activities should not be used as an excuse for not producing work. You should get the work from someone in your class and have it presented on time.
- Students will make every effort to catch up on homework when absent for a longer period of time due to illness.
- If a pupil has a concern then he/she should consult with the subject teacher.
- In the case of unplanned absences, the pupil or Parent/ Guardian should consult with their Year Head and work will be assigned for the student.

Homework rules:

1. Work not handed in or presented must be taken as work not done.
2. Homework should be accurately recorded at the end of each class.
3. Carelessly presented work and poorly executed written work should be repeated.
4. All homework must be attempted to the best of the pupils ability and high standards should be maintained.
5. Written work must be handed up on time.
6. Corrections should be noted in your copy and you should learn from this.

Tips for Students:

- Write down homework at the end of each class. Form good habits early on.
- Study in the same place each evening.
- Switch off phones, ipods etc
- Tick off your homework in your journal as you complete it.
- **Remember:** No written homework does not mean no study. Students need to revise class work each evening.
- It is difficult for you to reach your full potential if you have a part-time job so part-time jobs are not encouraged.
- Finally, you need your sleep. Late nights, T.V. will affect your concentration at school the next day.

Homework is good for you:

- Practising what you learned earlier helps you to remember it.
- Working alone, without a teacher watching, is training you for working on your own in the future.
- Having to work at different subjects each evening trains you in managing time.
- Homework gives you time to put extra effort into neatness and accuracy so producing a higher standard of work.
- Completing a piece of work increases your self esteem, your sense of achievement and your confidence.

Guidelines for Teachers

- The amount of homework given should be reasonable, taking into consideration the time it is likely to take to complete and allowing for different levels of student ability.
- What is required of the student should be clear and, a due date for completion given.
- A student who fails to do homework will be give a homework slip and their name recorded in the teacher's journal.
- Records of homework, grades and comments should be maintained by each teacher in their teacher journal.
- All homework given should be examined and corrected by the teacher involved within a reasonable time of the work being presented.
- Feedback to students should be positive and constructive.
- Remember 'student achievement' section in journal should be used.

Homework Sanctions:

Homework assignments and deadlines are set by subject teachers and must be adhered to. Lack of cooperation by pupils will be dealt with as follows:

- A student will be given a homework slip to be written out and signed by the Parent/Guardian. The homework will still be expected to be presented in the next class.
- If the slip is not written out and signed the student will be given a lunchtime detention. A detention slip will be given to the student and has to be signed by parent/guardian.
- After receiving three lunchtime detentions/complaints a note is sent home to parents/guardians informing them of the three detentions and that if a fourth is received a Thursday evening detention will be received. Thursday evening detention runs from 3.45pm-4.45pm
- Should two or more Thursday evening detentions be received the student will receive a Monday evening detention from 6pm -8pm
- The student along with his/her parents/guardians will be asked to attend the school and meet the discipline committee.
- Suspension.