



# **HOMEWORK AND STUDY POLICY.**

## **MISSION STATEMENT**

Our *mission* in Chanel College is to enable our students to reach their full potential so that they will make a positive difference in today's world. We strive to create a sense of community within the school and an informal but respectful atmosphere between students and staff members. In this pastoral environment, students are encouraged to take responsibility for themselves and for their learning.

The first *aim* of Chanel College is to bring young people to the fullness of their human potential in the light of the gospel.

The *charter* is a core statement that has been arrived at through a collaborative process with seeks to:

- reflect the fundamental character of the school
- guide the development of school policies, curriculum and structures
- reflect the partnership between, Staff, Parents, Students, Trustees...

### **The *charter* of Chanel College as a Marist School is:**

- to provide an appropriate curriculum for all students in a Christian environment which is safe, caring and well disciplined.
- to foster a spirit of co-operation and mutual respect between students, staff and community.
- to enable each student to reach his full potential by promoting a sense of personal responsibility, which emphasises the values of honesty, justice and commitment to work.
- to be guided in a special way by the key Marist qualities of mercy and compassion.
- to recognise and where possible to cater for the emotional and professional needs of management and staff.

## **The Ethos of the school**

Marist schools are situated within the mission of the Society of Mary (Marist Fathers) and within the special vocation of the Catholic Church to continue the mission of Jesus Christ in every place and age. As such the Marist School will be clearly identified as Catholic and Marist. Its teachers and attitudes will seek to express the faith of the Church in the contemporary situation. The timetable and curriculum will consider the need to learn how to pray and worship, appreciate feasts and fasts, give quiet but regular service to the needy. The décor of the school will include elements discreetly recalling the spiritual life, the local and world-wide mission of the Church and the Society of Mary.

As their name suggests, Marists seek to orientate themselves and their activities with reference to the person of Mary, to the intuitions of the Marist founders, particularly Venerable Father John-Claude Colin, and to the living tradition of the Society of Mary. The characteristic “Marist spirit”, derives from the Gospel, meditation on the presence of Mary with Jesus in Nazareth, on her presence with the apostles as they waited in prayer for the coming of the Spirit, on her hidden presence in the early Church, and on her unique significance for the Church today. Therefore, the Marist School community will seek to reflect the service, commitment and acceptance which are evident in Mary’s life.

The tradition to which the Marist school belongs is rooted in the mission of the Church, the spirituality of the Society of Mary and the local environment in which the school is situated. The Marist school will value that tradition: always seeking to express the faith of the Church in the contemporary situation, adapting to the conditions of modern times as the early Marist Fathers did in post-revolutionary France in the nineteenth century and aware of the Marist spiritual heritage to which they are party the Marist school will take due care to actively pass on that tradition to the future generations of pupils, staff and parents.

A Marist school will seek to help each student become his/her best self in the context of the Catholic community of faith, and of our world today. In doing this a Marist school will nourish, support and show due concern for the development of all the dimensions of a student’s life, inclusive of the spiritual, the intellectual and the physical along with the emotional, moral and social dimensions.

A Marist school must endeavor to combine a successful pursuit of excellence with discretion, the simplicity we associate with Mary. The atmosphere and discipline of the school community should be as easy and cheerful as due order permits. The way staff encounter pupils allows them to speak to them will approach more nearly the personal, familial style rather than the institutional, again, in so far as the different circumstances allow.

A Marist school is a consciously nurturing community. It is a community of pupils, staff and families who have a shared endeavour where Mary’s way of believing and being present to others is made concrete; where there is agreement on the common task; where there is respect for the different roles within the community; and where there is

an acceptance of the equality of dignity for all. By its actions, values and beliefs the school is specifically organised to draw families, teachers and pupils into community and to respect and affirm; the dignity of all, the specific roles and responsibilities of each, and the agreed task of the education of the young.

*(Issued by the Provincial Council – Ireland 2007)*

## **INTRODUCTION**

A meaningful education provides every student with the best possible start in life and it helps them to mature and develop into conscientious young adults.

The purpose of this policy on Homework and Study is to encourage regular homework completion and therefore full participation in the education system, which gives students good preparation for the responsibilities of third level and employment.

Moreover, it endeavours to promote self-discipline, commitment and responsibility and therefore provide for the holistic development of the person, and the pursuit of academic excellence.

This policy applies to the entire college community including students, parents and guardians and teachers. Chanel College encourages active involvement and participation of all in developing coherent approaches to this important aspect of student development.

## **RATIONALE**

The purpose of this policy is to inform the college community of the school's position regarding homework and study.

The overarching aim is to assist and encourage students to develop to their full potential, in line with the Marist ethos. The final responsibility for satisfactory completion of homework lies with the student.

More specifically, the purpose of this policy is to:

1. Reinforce homework as a prerequisite for academic achievement.
2. Create a college wide policy to the benefits of homework.
3. Give clear guidance about situations where homework is not completed.

Regular Homework is a key aspect of the learning process and contributes to the development of sound Study Skills. It consolidates, reinforces and supplements the work done in class and promotes independent learning and creativity.

## WHAT IS HOMEWORK

- Homework refers to tasks assigned to students by their teachers to be completed mostly **outside** of school hours, either at home or at the supervised studies provided in the College.
- Homework involves the ongoing and regular revision of course work.
- This is work assigned by the subject teacher for completion by the student, for the most part outside of school time. It may be written, aural, oral, reading, project based, or revision based. It is challenging and purposeful and aims to enhance student motivation. It is coordinated, regular, promptly marked / corrected / assessed, and supported with relevant formative feedback, be it written feedback or oral feedback.

## MAIN TYPES OF HOMEWORK

Staff members assign different types of homework to accomplish specific purposes. It is an essential part of the learning and teaching process and may be set in several different ways:

### - ***Practice Homework***

This aids the student in gaining specific knowledge and skills that have been presented in class. This type of homework includes, but is not limited to, completing worksheets, answering questions from a chapter etc.

### - ***Learning and Revision Homework***

This type of homework involves the revision of recent material (during or at the conclusion of a unit of work) in a planned and structured manner, revising or taking notes, preparing study cards, using revision journals to **consolidate\*** learning. Learning and revision homework should be active to be considered effective.

### - ***Extension homework***

Sometimes students need to communicate their mastery of knowledge and skills by using different media. This type of homework includes, but is not limited to, writing

compositions, preparing a demonstration, drawing maps, making models, or other visual displays.

- ***Projects***

At times teachers require students to complete projects that combine many skills and display a depth of knowledge. This type of homework includes, but is not limited to, preparing oral reports, preparing for debates, role plays, written reports, science projects, or artistic productions. These projects often extend over several weeks.

## **BENEFITS OF HOMEWORK**

- Homework enables teachers to evaluate students work and assess its standard.
- Learning is strongly reinforced and consolidated when students revise that which was learned during the day, that evening.
- Better examination results are achieved when homework is completed regularly.
- Homework is an integral part of the learning process and learning continues through the completion of homework. Homework plays an important part in helping students to develop to their full potential and should be a positive experience.
- It allows students to develop the practice of independent learning and gives students valuable experience of working to deadlines
- It allows students to use materials and other sources of information that are not always available in the classroom.
- It involves parents/guardians and others in students' work for their mutual benefit.
- It forms a link with the study techniques crucial to success at Leaving Certificate level, third level and beyond.

## **WHAT IS STUDY**

- 'Studying' is a learning method where students direct their own learning, outside the classroom and without direct supervision.
- Study is an excellent method for students to consolidate their in-school learning, to build foundations for future learning and to train themselves for future academia.
- Homework and study together support students learning and retention, improving comprehension, results, self-esteem, motivation, self-discipline etc.

## **THE BENEFITS OF STUDY**

- With active study, students learn more effectively. Through studying a topic, a student is actively engaged with the information. Those students who regularly study are able to consider and comprehend topics more deeply, as well as the obvious benefits of improved academic results.



- Study also helps build study skills the student can use to explore new topics and apply to more advanced homework/class work.
- Studying can boost self-esteem. As a student improves their study, he/she can become a more confident learner, further increasing general confidence. The student actively taking control of their learning can be a significant motivation boost, and so reducing feelings of frustration and/or anxiety.

## HOMWORK AND STUDY GUIDELINES

- Students are advised to draw up a study/revision timetable for themselves.
- Students in Sixth Year and Third Year should expect to complete homework and study during weekends and school breaks.
- Guidelines on homework/study skills shall be made available to students.
- The quality of homework is more important than the amount of time devoted to it.
- Students with further educational needs will be given due consideration in consultation with the learning support teacher and Parents.
- Extra-curricular activities i.e. sport, recreation or part-time work should not interfere with completing study or homework.
- Absence from class for extra-curricular activities is never acceptable for failure to do homework.
- Evening or weekend jobs are not recommended, particularly during exam years.
- 1 hour of homework or study a night over the course of a school year equates to 5 extra weeks of school time.

Year	DES recommended times for Homework & Study per night
First Year	1 hour
Second Year	1 hour
Third Year	2 hours and increasing approaching exams
TY Year	1 hours, depending on project work and activities
Fifth Year	2 - 3 hours
Sixth Year	2 - 3 hours and extra time at weekends

## Homework and Study RESPONSIBILITIES OF **STUDENTS**

### Homework and Study: **CHECKLIST FOR STUDENT**

- Students must have their homework journal in each class.
  - All homework assignments should be recorded at the end of each lesson, entered into the journal and shown to the subject teacher.
  - If in doubt, check the assignment with the teacher before the end of the class.
  - Complete and present homework to a quality standard and at the given deadline.
  - Homework is to be the student's own and is not to be completed during class or break times.
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- At the beginning of each year, establish a good study/homework routine.
  - Students must have their homework journal in each class.
  - All homework assignments should be recorded at the end of each class, entered into the journal and shown to the subject teacher. While some teachers may use online platforms as a support, homework must still be recorded by students in their student journal.
  - It is the student's responsibility to check the assignment with the teacher before the end of the class, where necessary.
  - Complete and present homework to the required standard and given deadline.
  - Co-operate with the class teacher. To check and complete what homework was assigned after a return to school from illness or during a time of absence – e.g. sporting or extracurricular activities.
  - Ensure that written homework is their own and is not to be completed during class or break times.
  - To have music, the television and the phone switched off during homework and study periods, as per Study Skills module facilitated to students.
  - Homework must be prepared with care and completed in the correct copy.
  - Revision of coursework is an important element of homework, particularly around exam windows.

## Homework and Study RESPONSIBILITIES OF PARENT/GUARDIAN

### Homework and Study: CHECKLIST FOR PARENT / GUARDIAN

- To check your child's Student Journal daily for homework details and teacher comments.
  - To discuss any teacher correspondence in Student Journal or on VS Ware, positive or negative.
  - To ensure your child is completing all homework assigned to a **quality** standard.
  - To discuss homework and study and affirm its importance.
  - Provide positive reinforcement and praise for quality homework completed.
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- To encourage and provide a supervisory role in ensuring students do homework and establish a good study and homework routine at home.
  - Arrange for after-school study, if deemed necessary.
  - To ensure that adequate time is spent at homework.
  - To check and sign the College journal weekly.
  - To contact the subject teacher if concerns arise about Students progress.
  - To provide a written explanatory note in the student's journal if, for a **valid reason**, a student is unable to do homework.
  - To attend Parent/Teacher meetings.
  - Where problems with homework may arise, it is imperative to contact the subject teacher at the earliest stage.
  - To support the study and homework policy of the school.

### ***Encouraging and Motivating Your Child to Produce Quality Homework***

#### *Parents*

- Where possible, provide a quiet location, free from distractions for student to complete homework and study. The college hosts a homework club and study club Mondays to Thursdays if required.
- Provide encouragement and support to the student.
- Engage in dialogue with student on their aspirations and desires post-secondary school.
- Encourage the student in positive homework and study habits.

### ***Helping Your Child to Study Effectively***

#### *Parents*

- Talk about what your child is learning and discuss which topics your child is most excited about. Talking about what your child is learning is a great way to boost comprehension and motivation.
- Use different study methods. Every student has their preferred study method. Encourage your child to try different study techniques, like reading books,

watching videos, creating mind maps, or some other activity that helps your child process the information.

## Homework and Study RESPONSIBILITIES OF **SUBJECT TEACHER**

### Homework and Study: CHECKLIST FOR **SUBJECT TEACHER**

- End lesson with 5 minutes to go.
- Prepare students on how to approach homework: provide sample/model answers.
- Exit check: ensure assigned homework is recorded correctly in journal.
- Homework is not to be started during class time.
- Provide regular written / verbal constructive feedback on homework submitted.
- Provide regular positive reinforcement and praise for quality homework submitted.
- Use tiered sanctions for unsubmitted or poor-quality homework.

The day-to-day responsibility for classroom learning and teaching, which includes homework oversight, is the responsibility of the classroom teacher. These responsibilities include:

- To give clear instructions on homework assignments **AND** to ensure students have sufficient time to write their homework into their school journal.
- To keep an account of the homework given to students **AND** to keep an account of the homework completed by students.
- To complete an exit check and ensure assigned homework is recorded correctly in journal.
- Teachers may accept a dual homework system, where homework is submitted online or in hardcopy. This is acceptable, once online submission is not the only method applied.
- To regularly monitor homework completion at the commencement of the lesson or as soon as is feasibly possible.
- To consider the varying abilities of students when setting homework.
- To periodically collect and provide structured, reflective feedback - to correct, mark and/or comment and return homework.
- To provide regular, constructive feedback to students on their homework performance.
- To report, record and reward Students for good performance. It is recommended that a policy of positive affirmation is fostered in the classroom - students should receive praise for achievements, equally to report and record lack of homework in the student's journal.
- Be available to meet Parents/Guardians if concerns arise regarding a student's study and homework.
- To implement sanctions on students in cases of 'no homework' or 'poor quality homework' where necessary.

## Homework and Study RESPONSIBILITIES OF **CARE TEAM**

- To explain the importance of Homework and Study to students.
- To facilitate a study skills module to the year group.
- To check the student's journals for the recording of homework, or instances of poor quality or no homework notes in the 'Teacher Comment' pages of journal.  
To implement sanctions on students in persistent cases of 'no homework' or 'poor quality homework' where necessary.
- The Year Head will become involved following consultation with the classroom teacher and upon being fully appraised of all interventions the subject teacher has completed/attempted. The Care Team may place student on daily/weekly report. The Year Head, in consultation with Senior Management, may place student on detention.

## THE ASSIGNMENT OF HOMEWORK FOR THOSE RECEIVING ADDITIONAL EDUCATIONAL SUPPORT

- Relevant information relating to individual students with learning needs is given to staff by school management and/or the SENCO.
- The Special Educational Needs Coordinator and Learning Support teachers work with individual students as required.
- Those students with Learning Needs have appropriate support facilities put in place e.g. one-to-one tuition which may include help with homework, classwork, access to classrooms.
- Each student's experience and grasp of a subject is naturally going to be different. We don't expect the same standards from all students.
- The College encourages each student to develop to the best of their ability and to engage with their subjects and homework at the appropriate academic level.

## Homework and Study RESPONSIBILITIES OF **SENIOR MANAGEMENT**

Senior Management will

- Become involved if the student is displaying significant issues in relation to homework at the request of the Year Head/Year Team member.
- Meet with student and/or Year Head/Year Team member and/or with parents/guardians where necessary, for meetings in relation to homework contracts.
- Facilitate Evening Studies for Third Year and Sixth Year students during the academic year.
- Facilitate detention for students throughout the course of the academic year.



### **WHEN STUDENT DISPLAYS EXCELLENCE IN HOMEWORK.**

In the event of a student displaying a pattern of excellence with homework, the following graduated approach will be applied:

- Subject teacher will give oral praise.
- Subject teacher will give written praise.
- Subject teacher will enter positive comment(s) in student journal.
- Subject teacher will contact Parent/Guardians to highlight progress and effort in homework.
- Subject teacher and/or Year Team will acknowledge and praise individual achievement via Compass Chronicle sent to Parents / Guardians.
- Subject teacher and/or Year Team will acknowledge and praise individual achievement at Parent Teacher meetings.
- The Year Head/Year Team, following the provision of feedback from the subject teacher, will acknowledge and praise student via termly Assemblies/Certificates/Awards/Rewards etc.

### **WHEN A STUDENT FAILS TO COMPLETE/SUBMIT HOMEWORK.**

In the event of a student's non-compliance with the outlined Homework Policy guidelines, sanctions will be imposed as per our Code of Behaviour.

### **EVALUATION AND REVIEW OF CHANEL COLLEGE HOMEWORK POLICY**

The Homework Policy is reviewed as part of the review of the Subject Department Plan or as issues may arise throughout the school year.

Progress regarding the implementation and success of the policy is regularly discussed among teachers.

Signed: \_\_\_\_\_

*Chairperson, Board of Management, Chanel College*

Dated: \_\_\_\_\_