



# ST. JOSEPH'S COLLEGE

CATHOLIC EDUCATION IN THE BRIGIDINE TRADITION



## HOMEWORK PROCEDURE

### RELEVANT POLICY

Learning and Teaching Policy

### INTRODUCTION

Homework helps students by complementing and reinforcing classroom learning, fostering good habits of lifelong learning, self-discipline, concentration and study; and by providing an opportunity for students to be responsible for their own learning. Homework allows for the practising, extending and consolidating of work done in class. It challenges gifted students to explore open-ended tasks. It provides training for students in planning and organising time. Homework develops and extends the core learning skills of inquiry and independent study. Homework serves to strengthen the partnership between home and school. It provides parents and guardians with insights as to what is being taught at school. However, any homework needs to be balanced with family, social and extracurricular activities as well as taking into account individual circumstances.

### PURPOSE AND SCOPE

This procedure outlines the main requirements for setting, collecting and monitoring homework.

### DEFINITIONS

Homework is learning activities set by the teacher for the student to complete at home. It can take many forms:

#### PRACTICE EXERCISES

These activities assist students to remember newly acquired skills, and can include:

- practicing spelling words, sight words
- consolidating tables knowledge, maths facts
- revising information about a current topic
- reading for pleasure ( Home Reading )

#### PREPARATORY HOMEWORK

These activities provide students with opportunities to gain background information to prepare them for future lessons on a specific subject, and can include:

- background reading
- research on a particular topic
- collecting items

#### EXTENSION ASSIGNMENTS

These activities encourage students to pursue knowledge individually and imaginatively, and can include:

- book reviews
- researching current news
- making and/or designing
- information and retrieval skills involving use of the internet

## STUDY/REVISION

This involves the student learning and memorising information, knowledge and skills in preparation for a test or exam. It may also involve general revision of concepts covered during class with the completion of work such as summary notes.

## RIGHTS AND RESPONSIBILITIES

The St Joseph's College community is a learning community and all means should be employed to ensure that learning can occur in the best manner possible.

### In this way homework activities should:

- provide a purposeful learning experience that reinforces and consolidates work done in class.
- be stimulating and varied.
- be appropriate for the age and abilities of the students especially in relation to fair and reasonable time allocations.
- be differentiated, where appropriate, to cater for the varying learning abilities in the classroom.
- be clearly communicated to students and parents
- encourage students to take responsibility for their learning
- take into account students' other commitments and responsibilities
- not disadvantage students who do not have access to technology at home.
- Incorporate some provision for study and/or revision homework.

## IMPLEMENTATION STEPS

### Teachers should:

1. Explain to students and their parents or guardians the purpose and benefits of homework.
2. Ensure students and parents or guardians are aware of the school's homework procedures.
3. Provide quality homework activities related to classwork.
4. Set a suitable amount (quality and time) of relevant homework which is appropriate to the ability of each student.
5. Ensure that students are aware of what is expected of them, and how their work will be assessed.
6. Give students sufficient time to complete their homework, taking into account, as far as possible, competing home obligations, extracurricular activities and/or homework set by other teachers.
7. Record major homework task due dates promptly on SIMON.
8. Maintain accurate and up to date homework records on SIMON that at the very least inform parents/guardians of submission status.
9. Inform students of how to use SIMON as a way of tracking homework tasks that are due or overdue.
10. Alert parents or guardians of any developing problems concerning their children's homework and suggest strategies that they can use to assist their children with their homework
11. Not set new work which requires direct instruction.
12. Contact parents when homework is repeatedly not completed or handed in.

**Students should:**

1. Be aware of the importance of homework
2. Be aware of their school's homework procedures.
3. Complete homework to the best of their ability and submit it within the given time frame.
4. Communicate with parents or guardians information regarding homework expectations.
5. Seek assistance from teachers and parents or guardians when difficulties arise.
6. Show their homework to their parents or guardians.
7. Ensure homework is of a high standard.
8. Organising their time to ensure that sufficient time is given to quality homework within set deadlines.
9. Use SIMON to track and record due dates of homework tasks.

**Parents should:**

1. Take an active interest in homework.
2. Ensure there is time set aside for homework.
3. Encourage and support students to complete homework
4. Provide, where possible, a dedicated place for homework that is conducive to quality learning.
5. Assist teachers to monitor homework by being aware of the amount of homework set.
6. Communicate with teachers any concerns about the nature of homework and their children's approach to the homework.
7. Alert the school to any domestic or extracurricular activities which may need to be taken into consideration when homework is being set or corrected.

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