

Homework Policy Secondary School



St. Kilian's
Deutsche Schule Dublin

Section 1: Introduction

THE SCHOOL POSITION

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 skills for life-long learning. Regular homework is a valuable aspect of the learning process and contributes to the development of sound study skills. It consolidates and supplements the work done in class and promotes independent learning and creativity.

THE SCHOOL ETHOS

As stated in the School's mission statement, St. Kilian's German School is committed to enabling students to fulfill their academic, intellectual, moral, spiritual, social, cultural and physical potential. Homework encourages pupils to work independently and take responsibility for their assignments.

Section 2: Policy Objectives

1. The Policy Objectives are as follows:

- To encourage students to become independent learners and to revise / reinforce / finish work that has begun in class
- To ensure consistent approaches to the setting and reviewing of homework across the school
- To ensure an equitable distribution of study-time for each subject
- To reduce pressure on students from homework overload
- To promote the development by students of good study habits and effective study skills and to establish an appropriate routine for students in doing their homework
- To develop skills and self- discipline that will be of benefit to students in order to enhance learning
- To enhance the academic achievements of students
- To support the learning and teaching process
- To encourage parents to take an interest in and to share responsibility for their children's work and progress

Section 3: Policy Content



1. The Purpose of Homework is as follows:

- It consolidates and reinforces skills and understanding developed at school.
- It encourages students to develop the skills, confidence, self-discipline and motivation needed to study effectively on their own to prepare for a future of life-long learning and adaptability.
- It extends school learning: through additional reading, problem solving, practical application and creative approaches.
- It sustains the involvement of parents in the management of students' learning and keeps them informed about the work students are doing.
- It allows the students to manage examination course work.
- It directs research.
- It teaches revision strategies and good work practices to help determine an appropriate route for students to take through a differentiated curriculum.
- It allows students to reflect on how they can improve their work.
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2. Homework Journal/Schülerheft

- From the beginning of class 7 each student is expected to establish a homework routine.
- Each student will have a homework journal in which he/she is expected to keep a record of all homework in his/her journal.
- Journals are regularly monitored by class teachers and are available to all teachers if they should wish to communicate with parents.
- Students must have their journals with them to every class and will receive sanctions if they fail to do so.
- Parents are expected to check the homework journal on a regular basis.

3. Time Assigned:

- Time assigned to homework per evening should generally fall within the following ranges:

First Year	1½ hours
Second Year	1½ – 2 ½ hours
Third Year	2 – 3 hours
Transition Year	varies depending on project work
Fifth Year	3 + hours
Sixth Year	3 + hours (Revision and weekend study also required)

- If no written homework is assigned students should revise what was covered in class that day.

4. Checking Homework:

- Teachers check homework in the following ways:
 - Random checking in class
 - Copies taken up and corrected
 - Asking questions
 - Discussion of homework issues in class
 - Follow up work sheets
- A teacher will communicate initially through the journal if a student fails to present homework. If a student has failed repeatedly to complete homework assignments a card entry on E-Portal will be made or the class teacher will be informed.

5. Pupils:

- If a student has been absent the onus is on the student to discover what work has been set and to endeavor to complete it within the time given in as far as is possible. The student must consult with the teacher.
- If the student has been ill a period of time will be given to the student to complete missed assignments if appropriate and manageable.
- If a student does not understand the homework assignment the onus is on the student to consult with the teacher in relation to this.
- All students should spend time at home on their studies whether or not work has been assigned.
- The school expects that all homework is completed on time, presented on time and to the best of the student's ability in a neat and tidy fashion.

6. Appropriate Tasks for Homework:

- Tasks should have a clear objective linked to course and curriculum content.
- Tasks should be appropriate to the learning needs of students.

7. Study Skills:

- Study skills programmes are organised for classes 7, 8, 9 and 12.
- Subject teachers provide guidance on study skills (techniques).

8. Students with Special Needs:

- Special consideration will be given to students with special educational needs when assigning homework.
- Subject teachers will collaborate where possible with Learning Support teacher to ensure class tasks are manageable, and individual skill practice can be incorporated without overloading the student.
- Where possible subject teachers will guide the gifted student in his/her learning and research.
- For some students, the continuing involvement of parents is very valuable.

9. Feedback:

The feedback given on homework is informed by the whole school approach to formative assessment methods

Teachers give effective feedback to students to provide guidance on how students can improve

- Teachers will request poor quality work to be redone following correction
- Teachers will acknowledge what was good and highlight the areas for improvement
- A variety of methods are used by teachers to give feedback to students:
 - Teacher correction (grade and comment)
 - Class correction
 - Class discussion
 - Peer evaluation
 - Students write out answers in the form of a test
 - Some items of homework (and class work) may be checked by students themselves under the direction of the teacher.

10. Parents / Guardians

- Parents are encouraged, as far as possible, to provide a peaceful, suitable place in which students can do their homework free of distractions such as television. E.g. provide suitable desk, chair, adequate light and heat.
- A regular consistent time should be set aside for homework.
- Students may attend after-school study in St Kilian's German School.
- It is the parents' responsibility to inform the school or class teacher of any reasons why a student was unable to complete a homework assignment. A parent may communicate this through the student's Journal.
- Parents are expected to check the Journal weekly and sign notes from school personnel.
- Parents should communicate with subject teachers and class teachers when their child cannot do homework due to family circumstances.
- Parents are encouraged to monitor homework in the school Journal.

- Parents are informed of the school procedures of homework in the school Journal, on the school website and at class 7 Parents' evenings.



Section 4: Roles and Responsibilities

Board of Management

1. To approve the policy
2. To consider reports from the Principal on the implementation of the policy

Principal and Deputy Principal

1. To establish structures and procedures for the implementation of the policy
2. To monitor the implementation of the policy
3. To ensure that the policy is developed and evaluated annually

Subject Teachers

1. To implement the policy, review homework assignments and provide formative feedback to students
2. To check that homework is completed
3. It is very important that homework, including sanctions for not completing it, should be consistently applied across the school so that all pupils see the arrangements as fair
4. To keep records of homework set in the *Klassenbuch*
5. To instruct students in homework/study skills
6. To monitor the effects of the policy and to identify students experiencing difficulty
7. To support and guide the process

Pastoral Care Personnel (Class Tutors, Guidance and Remedial Personnel)

1. To provide support and guidance, especially for those experiencing difficulty
2. To liaise with subject teachers, especially in relation to consideration for students with special educational needs

Parents

1. To support school policy

2. To provide suitable conditions for homework
3. To support students when completing homework
4. Are responsible to check if homework is given and to ensure that assigned homework is completed

Students are required

1. To write their homework into their journal
2. To complete homework set, both oral/learning and written/practical
3. To take care with presentation of written work

Section Five: Implementation and Reviewing

IMPLEMENTATION PROCEDURES

1. Each Subject Department will develop guidelines on homework appropriate to the subject and the balance between written/practical work and oral/learning work that is desirable for each year group.
2. The Guidance Counselor and Learning Support Teacher in co-operation with subject teachers will advise on designing homework for students with special educational needs.

REVIEW PROCEDURES

1. The policy will be reviewed periodically
2. Subject departments will review their homework procedures annually