



HOMEWORK GUIDELINES

FOR SECONDARY SCHOOL

1. Introduction

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.

2. The Nature of Homework

The school operates a system whereby subject teachers set homework in class. The nature of the homework will vary between year groups, different classes and topics of study.

Homework may be assigned to a class or group within a class or individual student according to student needs. It may be short term (i.e. due for the next class) or long term e.g. the writing of an essay or the completion of a project.

In order to be successful in their academic studies, students must be prepared to spend time studying and revising as well as doing their homework.

Homework may involve the following:

- ✓ Reading/writing/spelling/learning/summarising.
- ✓ Accessing the internet or any other forms of media, including YouTube, DVDS etc. to research or discover further information on a study topic.
- ✓ Carrying out a project. This may involve research, collection of information for an individual or group project.
- ✓ Writing essays on a given topic.
- ✓ Completing an exercise to practise, reinforce or apply aspects of the class work, e.g. writing up practical work or notes.
- ✓ Revising or taking notes on material covered in class that day.
- ✓ Any other activity that the teacher feels will help to embed learning.

The task selected by the subject teacher will correspond with the ability of the students. Where appropriate, for differentiation purposes, teachers may ask students to complete alternative tasks.



3. How the School helps Students to organise their Homework

Students in S1-3 are given a homework diary at the beginning of the year. Students in higher years may order a homework diary if they so wish. Otherwise, they must provide another means of recording homework assignments. When using the homework diary, students should record homework on the page assigned to the day the assignment is due. Students are expected to plan their homework so that assignments do not accumulate.

Homework assignments are also recorded on SMS so students and parents can have access to assignments and the grades awarded for these. It is the responsibility of students and parents to ensure that they have access to SMS.

Teachers aim to mark or respond to homework regularly, and in a way that is helpful to students.

Homework may be assessed by a variety of means. Marking/grading may not always be appropriate and feedback to students on how to improve their work may involve focusing on specific aspects of the assignment and the relative strengths/weaknesses thereof.

4. Time Allotted to Homework

As a general rule, students should spend a certain amount of time on homework assignments during the week and over the weekend. The table below gives a general indication of these times, although these may vary when preparing for tests / examinations etc.

	During the week (daily)	At weekends
S1	< 1 HOUR	1-3 HOURS
S2	1-2 HOURS	1-3 HOURS
S3	1-2 HOURS	1-3 HOURS
S4	1-2 HOURS	2-4 HOURS
S5	>2 HOURS	3-5 HOURS
S6	>3 HOURS	>4 HOURS
S7	>3 HOURS	>5 HOURS

Study at school should also be considered as valuable time in which homework assignments can be completed. The school provides facilities for this in the library, the quiet area of the Study and the computer rooms.

Where homework assignments are given over a period of holidays of one week or more, in S1-5, teachers will take into account the fact that many students may be travelling and will try to allow time before and / or after the holidays and after Project Week to ensure that students can complete the work on time.



5. Failure to hand in Homework

Teachers expect completed homework to be submitted on time. If homework is not submitted appropriate action will be taken by the teacher.

The subject teacher may write a comment on SMS or email the parents / guardians.

Persistent failure to do homework will result in communication with the student's Class Teacher and the Educational Advisor responsible for the student, as well as parents being contacted, as appropriate.

SMS allows parents / guardians to monitor homework assignments and doing so provides very important support to students and teachers in ensuring that all students achieve to their full potential.