

Homework and Assessment Policy



Rationale

Coláiste Íde recognises the importance of homework in the education of the girls. It is an integral part of school work. Homework also teaches the girls important life skills – independence, cooperation, responsibility and the ability to work on their own.

Aims of the policy

- To ensure a system in the school where homework is given on a regular basis
- To teach the girls how to work to deadlines on their own
- To enable the teacher to evaluate the girls' understanding of subject matter taught in class
- To teach the girls learning skills
- To develop good study practices
- To ensure that the amount of homework given is fair and not excessive
- To enable the girls to achieve good marks in their examinations
- To ensure that reading, learning and writing tasks are distributed fairly

Policy

- The specific aim of homework given will be to reinforce class work
- Homework will be given to all girls in every class
- The amount of homework will be monitored by class teachers to ensure the system is fair.
- Written, oral, research, project work and practical work will be distributed in a fair manner
- Homework will be corrected and appropriate feed-back will be given within classes
- Students with special learning needs will be taken into account
- Study skills will be taught
- If homework has not been completed, this will be recorded in the girl's report card. If this practice continues the procedures in the Code of Behaviour will be followed.

Assessment Methods

- Staff discussion in monthly meetings agus reports kept in class teachers journal and student homework diary
- Class examinations: Students will receive class examinations every month/ month and a half/ very regularly agus an account will be maintained both students and subject teacher diaries
- Christmas and Summer Examinations: 1st, 2nd and 5th years will complete examinations and a formal report will be forwarded to parents
- Christmas Term: 3rd and 6th years will receive a written report with the average grades from September to December
- Mock examinations: 3rd and 6th year parents will receive a written report
- 1st Year: Standardised testing will be completed in first term (Maths, Spelling, Reading & NRIT)
- 2nd Year: Standardised testing in Irish
- 3rd Year: DATS examinations
- All State examination results will be analysed on a yearly basis as per the PDST toolkit
- Oral examinations (Irish / French) and practical work

Role of Students

- To complete homework regularly as per teacher guidelines and instructions
- To complete homework to the highest possible standard
- **To use a dictionary always**
- Homework to be neat and **always dated**
- To record homework assignments **in Irish** in the homework diary
- Examination results and targets to be completed in school homework diary on a regular basis
- To be responsible for organising home work if absent from class (Before study begins)
- If a student is absent from study, work must be completed in spare time
- To have the appropriate books and equipment for study/ home work
- To inform the teacher before class if homework is not completed

Role of Subject Teachers

- The Subject Teacher is required to implement the homework policy
- To keep records of the girls' progress in the teachers diary
- To teach the girls effective study skills that ensure the girls can complete their homework
- Ensure that students targets are completed at the beginning of each term and all class examinations are recorded in their homework diary

Role of the Class Teachers

- Monitor the students homework diaries
- To speak with individual students after staff progression meetings and complete student diaries accordingly
- Compile a report in the class teacher's handbook

Role of the Learning Support Teachers

- Provide support especially to students with learning difficulties
- Discuss the progress of student with subject teachers

Role of Parents//Guardians

- Parents/Guardians can help their daughters by supporting the homework policy
- Parents/Guardians can motivate their daughters

Role of Principal/Vice Principal

- To monitor the policy on a regular basis
- Principal: To make contact with parents after the class meetings, when required

Role of Board of Management

- The Board of Management will ensure that the homework policy is operating effectively.
- The Board of Management is required to ratify the homework policy.

- The Principal is required to inform The Board of Management regarding the implementation of the policy.

Coláiste Íde Policy for Correction of Homework

- Regular correction of homework is required.
- It is required that homework be corrected at class level, at group level and on an individual basis
- It is required that direction be given to students when necessary.

Review

- The policy will be reviewed regularly
- Information will be sought from subject teachers, class teachers, girls and parents/guardians.
- Each subject department will do a review on examinations and class results regularly

Reviewed by

Teaching staff	6 th February 2015
Students Council	26 th February 2015
Student Support Team	27 th February 2015
Parents	27 th February 2015

This policy was ratified at a Board of Management meeting on Thursday 16 April 2015.