

FCJ Secondary School Bunclody



Homework & Study Policy

This policy was updated in 2023/2024 following consultation with students, parents, staff and Board of Management.

Mission Statement

“Our school is a Christian community of learning and companionship in which each student and member of staff experiences and is responsible for the development of person centred, holistic and enjoyable education”

Introduction

Homework and study is an integral part of the learning process. At FCJ Bunclody emphasis is placed on the setting of meaningful and manageable homework designed to assist students in reaching their full potential. The FCJ Homework and Study Policy is intended to foster self-discipline and encourage students to take responsibility for their own learning.

Scope

This policy applies to students, parents and teachers - during the course of the school year in the pursuit and support of providing a quality, inclusive & relevant education.

Definition of Policy

This policy is a statement of the position of the school community with regard to homework & study in all its aspects eg. frequency, duration, format.

Rationale

- To give clarity to the school community regarding the purpose of homework and importance of study.
- To inform the school community of the school's position regarding homework.
- To improve uniformity and consistency in the approach to homework and study.

Relationship to Mission Statement

The Homework & Study Policy gives practical expression to the school's mission of promoting academic and personal fulfilment.

Definition of Homework

Homework is more than written and learning exercises. It also involves regular revision work and exam preparation. In order to achieve, students must be prepared to spend time

regularly studying and revising. Homework may be oral, aural, written, memorising, learning, reading, drawing/illustrating, practical, research, ICT based, project/CBA centred or revision.

The Purpose of Homework

- To reinforce and supplement the work done in class and provide an opportunity for students to refine and practice their skills.
- To prepare future work.
- To give students the opportunity to reflect and develop independent working habits.
- To train students to plan and organise their time and to give them the experience of working to deadlines.
- To allow students to engage in note making.
- To enable teachers to monitor students' progress.
- To motivate and challenge students.
- To help foster a positive approach to future self directed learning necessary for 3rd level institutions, college etc.

Roles & Responsibilities in Implementing the Policy

Teachers, pupils, Deans of Year and Senior Management play a significant role in and must take responsibility for implementing the policy.

Student Responsibilities:

Students must:

- have their school journal on their desk and record all homework in it.
- meet agreed deadlines.
- make an honest effort to complete homework fully and to the best of their ability.
- ensure all work is well presented.
- follow the guidelines given by the teacher
- ask the teacher if they are unsure of what the homework entails.
- ensure that they have the necessary books, materials and equipment to complete the homework.
- learn from corrected homework and feedback provided by the teacher.
- provide an explanatory note signed and dated by a parent in the event that homework is incomplete or not done.
- find out and complete assigned homework when absent from class due to extra-curricular activities eg. matches.
- make every effort to catch up on work when absent for a period of time due to illness or other reasons
- take a proactive approach to the development of a personal homework and study plan in line with the suggested time allocations as set out in this policy.

Teacher Responsibilities:

Teachers are required to:

- assign homework in their subject area on a regular basis which has a clear purpose and will take up a reasonable amount of time.
- display instructions re: homework on the board with adequate time for students to record it in their journal. Students should be provided with a clear deadline and instruction for submission where relevant.
- ensure that where a homework assignment is posted on Google Classroom that this should be posted by the teacher by 5 pm on the day it is assigned.
- provide students with the opportunity to ask for clarification on homework assigned.
- be conscious of the additional educational needs of their students when assigning homework.
- ensure homework is relevant to class work, extends learning and helps establish a pattern of home study.
- make adequate allowance for time-consuming homework, such as essays etc.
- monitor homework and provide feedback.
- present homework as a positive learning experience.
- keep a record of homework assigned, completed/not completed.
- keep parents informed of difficulties regarding homework via a note in the school journal.
- inform the Dean of Year via VShare regarding concerns over homework ie. repeated incidents.
- guide and encourage students in building a positive approach to study through study plans and success criteria.

Parent/Guardian Responsibilities:

As partners in their children's education, parents are expected to take an active interest in their homework.

Parent(s)/Guardian(s) are expected to:

- provide adequate facilities to enable their children to undertake their homework, ie. space, light, heat, ventilation, freedom from noise and other distractions.
- provide adequate supervision as appropriate to the needs of the student.
- encourage the student to do homework early in the evening and where extra-curricular activities are undertaken, to plan around these activities.
- ensure that the suggested amount of time is spent on homework and study.
- examine the homework journal regularly.
- furnish an explanatory note in the journal, signed and dated in the event that homework is incomplete or not done.
- inform the Dean of Year if the student experiences ongoing difficulty with their homework.
- emphasise that the student must take their homework seriously and support the school in relation to sanctions. Failure to meet homework requirements is taken seriously.

- attend parent teacher meetings and pay particular attention to any issues that the teacher has raised in connection with homework.

Parents may be required to assist in the implementation of a plan to support homework completion if necessary.

Deans of Year Responsibilities:

Deans of Year are required to:

- reinforce the importance of homework and study, promote good practice through assemblies and to assist individual students where necessary.
- meet with individual students on foot of VSware reports regarding homework & study issues.
- make contact and where appropriate meet with parents/guardians regarding homework & study issues

Principal's Responsibilities:

- to monitor the implementation of the policy.
- to ensure that the necessary supports are in place to support the implementation of the policy.
- to avail of appropriate opportunities to reinforce for all stakeholders the importance of homework and study.

Deputy Principals' Responsibilities:

- to support and reinforce the importance of homework and study in enabling students reach their full potential.
- to organise additional supports for the policy where appropriate.

Duration of Homework and Study

It is important that, as part of a structured homework and study plan, coursework is revisited in a timely manner and on a regular basis. This helps embed learning.

Time management is an important skill and students must learn to be responsible for their homework and study and reasonable in the time that they allocate to it. The length of time spent on homework and study will vary, depending on year group, level of ability, time of year etc. but the following time allocation may be useful as a guide:

Year Group	Daily Average	Weekly Average
1 st Year	1.5 – 2 hours	7.5 – 10 hours
2 nd Year	2 – 2.5 hours	10 – 12.5 hours
3 rd Year	2.5 – 3 hours	12.5 – 15 hours
Transition Year	Homework will be given but may be less structured than in Junior years and will often consist of research for extended essays or project work.	

5 th Year	3 – 4 hours	15 – 20 hours
6 th Year	3 – 4 hours	15 – 20 hours

- If students complete some homework and study during the school day they are still expected to spend the above number of hours at homework/study.
- Homework is not assigned to first year students for the first week of term in August/September to allow a settling in period for the students.
- In the week prior to house exams compulsory homework will not be set to allow students to focus on exam revision. Teachers may guide students in terms of appropriate revision questions in line with revision plans.

Supports to encourage good homework & study

A number of supports are in place to enable students to establish good homework and study practices.

- Study Skills
- Success Criteria
- Study/revision plans
- Studyclix – senior students
- Exam papers
- Google Classroom

The Student Journal

The journal is not a private document and both teachers and parents must be shown the journal on request. It is one of the methods used by the school for communication between teachers and parents. Parents are strongly encouraged to examine it on a regular basis. Journals must not be defaced in any way. Lost journals must be replaced.

Rewards & Sanctions

As homework is an essential part of school life, it is reasonable to expect that all students will make an honest effort to complete it satisfactorily. Situations may arise from time to time which prevent students having their homework done. Naturally, in these cases, no sanctions will apply provided an explanatory note from parents is furnished.

Teachers may impose reasonable sanctions for

- Failure to present homework (if not supported by a written note)
- Obvious disinterest in doing homework

Rewards

Where homework is completed to a consistently high standard this can be logged on VShare by the class teacher as a positive behaviour comment.

Sanctions

- Verbal reprimand by the subject teacher.
- Subject teacher may write a note in the school journal which must be read and counter-signed by the parent/guardian.
- Persistent failure to do homework will result in the subject teacher putting a note on VShare. This will be dealt with by the Dean of Year and parents contacted as appropriate.
- Students may be placed on report card by the Dean of Year for persistent failure to engage with homework.

Policy Review:

The Policy will be reviewed in 2025, taking into account the views of students, teachers and parents.

Reviewed by the Board of Management on _____

Signed: _____
Chairperson

Date: _____

Date for review of this policy: September 2025