**Homework/Assessment Policy**

* Homework is considered to be an important element in reinforcing the student’s grasp of material and work covered in class. It consists of written assignments, oral and aural assignments, research and project work and the study of work done in class.
* The school expects that all homework will be completed on time and to the best of a student’s ability. If a student cannot complete homework due to an unforeseen circumstance i.e. family emergency then a note should be put in the school diary which can be shown to class teachers and the Principal. Failure to produce homework without a written explanation will result in an incident sheet and a note will be written by the subject teacher in the school diary for signing.
* All homework – written and learning – is to be recorded by students in their School Diary.
* Continuous assessment is practiced throughout the year for all year groups with formal exams in May. Grades of students are recorded in the teacher diary with a minimum of 3 entries for each student for every half term.
* Transition year students operate a portfolio system where work is placed in their portfolio for each subject. At the end of the year students are interviewed about their work throughout the year before a final grade is given.
* Students are encouraged to spread their homework & study, where possible, evenly through the week so as to minimise the risk of overload on any given night.
* We feel that it is important that students feel comfortable enough to mention to their subject teachers if they are under pressure and if they desire a reasonable extension to submitting a homework essay or project. In addition to this, teachers welcome students telling them if they have a number of tests on a particular day so that the teacher can change the date of a test if possible.
* Students who miss class due to school matches, medical/dental appointments etc. are expected to find out from their classmates what homework was set by the teacher and to complete it on time.
* The School Diary of all students is to be checked regularly by Parents/Guardians (at least twice per week is recommended). This is to ensure that all homework is being recorded and also to check if teachers have placed a comment for Parents/Guardians attention.
* In addition to the completion of homework, students are also expected to follow a study programme drawn up in consultation with teachers and the Guidance Counsellor. Study is the key to ensuring that a student develops and retains knowledge of material covered in class in earlier weeks, months or years.
* As students differ so much in terms of their ability and speed of completion of work, it is impossible to be specific as to the amount of time to be spent on a daily basis on homework and revision by each individual student. However, the following general guidelines are offered:
* Hours per school day on homework and study:
* Year 1: 1 to 2 hours
* Year 2 : 2 hours
* Year 3 : 2 to 3 hours
* Year 4 : Varies depending on project work
* Year 5 & 6 : 3 hours
* Parents are asked to ensure, where possible, that students are afforded a suitable room at home in which to study i.e. quiet, adequately ventilated/heated and equipped with a proper table and chair.
* Parents and students should also ensure that any part-time jobs held by students do not interfere with the full and proper completion of homework and revision. The school strongly recommends that 6th year students do not engage in any part-time work in term time as their commitments to study are already considerable.
* It is school policy that 6th year Class Teachers will consult with their colleagues to ensure that 6th year students will have at least one weekend per month free of written homework in order to study. This will be the last weekend of each month.
* Written Homework will not be set for students at mid-term breaks or Christmas, Easter and summer holidays but an agreed revision study plan will be agreed by the subject teacher and students.
* As well as doing homework set by teachers it is important that students understand that they will not retain all the information covered in class if they do not study at home. This is essential in order for students to commit the work they are doing in class to memory.
* Mock examinations will take place in the two week period immediately prior to the February mid-term break.