

Home Learning Policy

Introduction

Galway Educate Together Secondary School Home Learning Policy is the set of practices and procedures that together form our school's plan for helping and encouraging pupils to learn well.

Students who attend Galway Educate Together Secondary School will be encouraged to reach their full potential mentally, physically, spiritually, emotionally and socially, in an atmosphere and environment in which they feel safe, valued and secure and in which respect for self and others is the norm. Our school operates under the direct patronage of Educate Together and there are four underlying principles, which form our ethos. We are a co-educational school, democratically run, equality based and child centred.

Our Home Learning Policy helps the school community to promote the school's unique ethos, relationships, policies, procedures and practice.

The Home Learning Policy works in conjunction with other policies such as the Code of Positive Behaviour. This document communicates the responsibilities that students of Galway Educate Together Secondary School and their parent/guardian(s) accept when they enrol in the school.

Purpose of Home Learning

Home Learning is an integral part of every student's learning programme. It reinforces what has been taught in class, prepares students for upcoming lessons and helps students develop Key Skill such as self-discipline, responsibility and organisational skills.

Appropriate times per day

The nature and content of home learning is a matter for individual subject teachers. This policy endeavours to provide guidance to students, parents and teachers regarding the total home learning/study allocation per day. It is expected by the school, that each student should spend approximately the following length of time on home learning/study each day:

1st Year	1.5 hrs
2nd Year	2 hrs
3rd Year	2.5 - 3 hrs
4th Year	2 hrs
5th Year	2.5 - 3 hrs
6th Year	3 - 3.5 hrs

Guidance Note for Junior Cycle & Leaving Cert - it's recommended that approximately 3 Hours per night be undertaken between home learning and revision. Weekend study and revision is essential.

Types of Home Learning

Home learning can be short term i.e. due for the next day or long term e.g. writing of an essay or completion of a project. The range of tasks appropriate for students of various ages is many and varied. Some examples of appropriate Home learning tasks are found below:

- Written Assignments
- Making Presentations
- Learning Assignments
- Report Writing
- Essay Writing
- Designing
- Drawing
- Craft
- Reading
- Revision Work
- Investigations
- Problem Solving
- Interviews
- Practice of some procedure
- Preparation for debates, presentation, role-plays etc
- Simple Experiments
- Research
- Library visit (Public or School)
- Making a model
- Watching a video
- Reading notes
- Preparation for Class tests/ Exams
- Word Processing
- Exam Preparation/Question
- Watching a television Programme
- Listening Comprehension

The above list is neither prescriptive nor exhaustive.

It is recommended that all students should spend time at home on their studies whether or not work has been assigned. Home Learning, both written and oral is considered of equal importance. If no home learning has been set then students have an obligation to go over material they have recently studied in class to ensure they have fully understood it.

If a student has been absent, the onus is on the student to discover what work has been set and to endeavour to complete it within the time given in as far as possible.

If the student has been ill, a period of time will be given to the student to complete missed assignments.

The Journal

At Galway Educate Together Secondary School each student is provided with a Home Learning Journal at the beginning of the academic year. Students are required to have this journal at every lesson throughout the school day. They are also required to write all assigned tasks into the appropriate day. The Journal is a record of all home learning set throughout the year and also provides another link between home and the school. Students should be mindful of the fact that their journal may be inspected by Parents/Guardians and Teachers.

Parents are required to sign the Journal each week in the space provided. They are also asked to check it regularly and this is where teachers will make initial contact if home learning is not completed or if support is needed.

Before students leave school each day they should check that they have all the home learning taken down in the Journal, they have their iPad, copies and any other material necessary to complete that night's home learning.

Implementation - Roles and Responsibilities

The school is responsible for ensuring that home learning is an integral part of the curriculum and is planned and prepared alongside all other programmes of learning.

Teachers are responsible for assigning home learning as appropriate each week. Success criteria will be discussed with the students. A completion date will be assigned at this time. Whether or not the iPad is needed will also be specified and recorded in the journal.

Teachers are responsible for ensuring that homework options are suitable for all students. (providing differentiated or extension assignments for some students where appropriate.)

Pupils are responsible for recording the home learning in the Student Journal and ensuring their understanding of the home learning tasks and demonstrate a commitment to spending an allocated time doing the tasks set and handing the work back on time.

Students can expect that the teachers who assigned the home learning will correct and comment on the work in a timely fashion. Areas for improvement will be communicated at this time. Correction of home learning may include the following; comment written, comment verbal, peer correction/feedback in class. Students can receive praise, through our praise system and house system points for home learning efforts.

Students who **do not produce** the required home learning by the completion date will follow the following ladder which is in line with our Restorative Approach:

Step 1: The teacher will have a supportive discussion with the student around what happened to offer support. Extra time will be given until the next morning or lesson (following discussion with the teacher) to hand the home learning into the teacher. The teacher will write a note into the journal of the student to inform the parents. Parents should then sign this note.

Step 2: If the student fails to hand the home learning in after step 1 above, then the student will receive a note in their journal to inform parents about their referral for a 'Working Wednesday' session. A 'Working Wednesday' is a lunchtime session where students work on their missed home learning during their lunchbreak. Students are permitted to eat their lunch during this session.

Step 3: Ongoing failure to hand in home learning will result in meetings between parents/guardians and the school.

At all of the steps above, home learning support is offered to the student by attending our Home Learning Club, which occurs on Tuesdays and Thursday' after school.

At all of the steps above, specific learning support may be offered to the student.

We would highlight the importance of Parent/Guardian support in monitoring home learning completion by checking and signing the Students Journal Weekly. Tutors will monitor this weekly.

Arrangements for monitoring and evaluating home learning policy

The effectiveness of the policy needs to be monitored and reviewed regularly. It is envisaged that each subject department monitors home learning within the department at subject department meetings. Teachers need to evaluate the

quality of the home learning to ensure it is meaningful and the contribution it is making to learning.



Signed Principal -



Signed Chairperson BOM-

Date - 27th April 2020

HOME LEARNING AGREEMENT IN STUDENT JOURNALS

Dear students,

There is a large amount of academic research to show that home learning has a positive and significant effect on your achievement. The studies are clear; students who regularly complete home learning will perform better academically.

In Galway ETSS we want all of you to achieve your academic potential. Therefore, positive engagement with home learning is highly valued. Your engagement with home learning will form part of the Other Areas of Learning award on your Junior Cycle Profile of Achievement.

Positive engagement with home learning occurs when you:

- Keep track of home learning using your journal
- Regularly complete home learning on time
- Complete home learning to the best of your ability - demonstrating effort
- Collaborate on home learning with other students when necessary

Students, teachers, parents and the school each have a role to play to ensure successful engagement with home learning.

Students:

- Use the journal to track home learning and access instructions through Teams
- Complete and submit home learning on time
- Complete home learning to a high standard - demonstrating effort
- Catch up on home learning missed due to illness/attendance at events etc.
- Ask for help when there is an issue with home learning

- Use teacher feedback to improve the standard of your work

Teachers:

- Give written instructions via the journal
- Assess home learning using a variety of methods - peer and self-assessment, assessed in class, assessed outside of class
- Give feedback - oral/written
- Affirm good practice

Parents:

- Check the journal and Teams regularly to ensure your child is on track with home learning
- Sign the journal each week
- Communicate to your tutor/teacher if there are ongoing issues regarding home learning

School:

- Track and record student engagement with home learning
- Affirm effort and hard-work with home learning
- Communicate to parents how you are engaging with home learning
- If issues arise; work with you, your teacher and parent to address the issues and find a way forward together

As a Student of Galway ETSS, I have read and agree with the full version of the Home Learning Policy on our website (galwayetss.ie) and agree to work hard to complete my Home Learning to the best of my ability:

Signed: _____

Date: _____

Student

As a Parent/Guardian of a student in Galway ETSS I have read and agree the full version of the Home Learning Policy on our website (galwayetss.ie) and agree to support my child with the Home Learning process my to the best of my ability

Signed: _____

Date: _____

Parent/Guardian