

## **Advice for Parents**

- Please read the “Tips for Students”
- Please ensure that the advice given is followed
- Ensure that there are no distractions at the place of study such as mobile phones, TV, computers, games consoles or tablets
- Encourage and support the child in study
- Check the student’s journal for work set and work completed
- Check homework with child – but “do not do”
- Encourage reading and read with child at times
- Encourage a balance between study, social interaction and participation in extra-curricular activities
- Communicate with teacher or Year Head if there are difficulties
- As child heads for 3<sup>rd</sup> year they should be encouraged to be more independent in application to study

## **Suggested Time (approximate) spent on Study and Homework**

Key point - ensure that work is done thoroughly and to the best of the child's ability

- 1<sup>st</sup> Year            up to 1 ½ hours per day
- 2<sup>nd</sup> Year            up to 2 hours per day
- 3<sup>rd</sup> Year            2 ½ to 3 hours per day

### **Absence from Class**

If a student is absent from class(es) it is the responsibility of the student to catch up on work that has been missed. For example, a student may be absent due to a brief illness, a medical appointment, an extra curricular activity. Extra curricular activities should not be used as an excuse for not producing work. If a student has a concern then he/she should consult with the subject teacher.

In the case of longer planned or un-planned absences the student or parent should consult with the Year Head for advice

### **Addendum : The purpose of Study and Homework**

1. To reinforce and practise what is learnt in class
2. To get feedback from teacher
3. Preparation for tests and examinations including revision work
4. Encourage independent study and learning and regular reviewing of work
5. Provide time to develop standards and the presentation of work
6. Completion of class work and coursework
7. Foster understanding of, interest in and love of subject

## Tips for Students

### 1. Form good habits

- a. study at same place each day/evening
- b. no TV, mobile phone or screen in room
- c. decide on time required for each homework or assignment
- d. if you have additional time look ahead to work set for later in the week or review and study earlier work
- e. take short breaks & reward yourself when work is finished

### 2. Get organised before you start – have a clear desk or table

- a. Homework journal
- b. Text books and copy books
- c. Pens, pencils, drawing equipment

### 3. Use your homework journal

- a. Write down homework as it is set
- b. Tick off when you complete homework
- c. Look for opportunity to do long term work

### 4. Time management- see note 1 above

- a. Do work at same time each evening
- b. Allocate time for each assignment
- c. Take short breaks
- d. Use any “leftover” time to review work
  - Summarise topic in notes or bullet point form
  - Summarise chapter in text
  - Select questions from revision exercise at end of topic or chapter
  - Highlight headings, key facts, dates etc in book
  - Read

### 5. Tackling a test or exam paper

- a. Read all of question or paper before you start
- b. Allocate time for each question – spend more time on questions worth more marks
- c. Answer your “best” question first
- d. If you get “stuck” move on and come back to “stuck” part again
- e. Correct test or exam as soon as possible