



**COOLMINE
COMMUNITY
SCHOOL**

**SCOIL
PHOBAIL
CHÚIL MHÍN**

**WHOLE
SCHOOL
POLICY ON
COURSEWORK**

**POLASAÍ NA
SCOILE UILE UM
OBAIR CHÚRSA**

**CLONSILLA, DUBLIN 15.
CLUAIN SAILEACH, BAC 15.**

OUR MISSION STATEMENT

WE STRIVE TO CREATE AN
ATMOSPHERE OF MUTUAL
RESPECT WHICH PROMOTES
EXCELLENCE IN ALL
ASPECTS OF SCHOOL LIFE
AND ALLOWS INDIVIDUALS
TO REALISE THEIR FULL
POTENTIAL.

Coolmine Community School – Whole School Policy on Coursework

RATIONALE / BUNÚS

Coursework is an integral part of the Junior Cert and Leaving Cert Curriculum.

GOALS / SPRIOCANNA

To strive to:

- Enable students to develop a capacity to organise their own coursework
- Ensure consistent approaches to coursework across the school
- Promote the development of responsibility with students for their own coursework
- Enhance the academic achievements of the students
- Increase the students' independence of the teacher (promote independent learning)
- Encourage parents/guardians to take an interest in and to share responsibility for their son or daughter's coursework
- Instil respect for deadlines
- Emphasise that the core responsibility for preparation and completion of coursework is that of the student

POLICY CONTENT / ÁBHAR AN PHOLASAÍ

- The school journal gives details about coursework in relevant subjects
- Students will include completion dates in the journal spaces when they are made available by the teacher
- Teachers may inform the deputy principal when the dates have been included in the journal
- A text may be sent to the parents / guardians of the students of the subject informing them that details pertaining to the relevant subject are available in the journal.
- The parent / guardian and the student will sign the journal in the relevant space.
- The teacher will check the signatures in the journal and countersign the journal
- A record can be maintained on these pages of the submission of the work

ROLES AND RESPONSIBILITIES / RÓIL AGUS FREAGRACHTAÍ

Board of Management

- To approve and ratify and policy
- To ensure the policy is developed and evaluated from time to time
- To consider reports from the Principal on the implementation of the policy

Principal, Deputy Principal and Year Heads

- To support the implementation of the policy

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Subject Teachers

- To ensure that their students know exactly what is expected of them when completing their coursework
- To ensure that clear instructions are given to enable students to complete the coursework
- To ensure that the students and their parents / guardians are aware of the deadlines
- To ensure that the completion of coursework does not affect the teaching and learning in other subjects

Pastoral Care Personnel (Caoimhnoir, Guidance and Learning Support Personnel)

- To support the implementation of the policy

Parents / guardians

- To be aware of the Subjects that require coursework to be completed
- To be aware of relevant deadlines for coursework and ensure that their son / daughter meet the deadlines
- To be aware of costs that may be incurred
- To encourage their son / daughter to complete their coursework to the best of their ability

Students are required

- To maintain full attendance
- To complete each element of their coursework on time
- To complete each element of their coursework to the best of their ability
- To follow all instructions given
- To ensure that their coursework is their own work
- To ensure that their fully completed coursework be handed up by the deadline as given by their teacher and/or the State Examinations Commission
- To ensure that completion of coursework does not impact on the teaching and learning of their other subjects

Implementation Procedures

- All teachers will outline the implementation procedure in advance of the commencement of coursework

Each Teacher:

- Will decide the dates to be placed into the journal for their subject and when these dates will be written in the journals
- Will calculate the costs that are to be incurred, where relevant, and decide when these costs will be written into the journals

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- Will tell the students to write the dates (and costs where applicable) into their journals
- May inform the deputy principal if texts are to be sent to the parents / guardians to inform them that there is coursework information in the journal
- Will monitor the signature from their own students
- Will monitor the completion and submission of work from their own students
- Will endeavour to notify parents / guardians of deadlines that have not been met
- No teacher will be expected to provide extra tuition time over and above regular class contact time
- No teacher will accept coursework after that final submission n date

SUCCESS CRITERIA / CRITÉIR RATHA

- Coursework is submitted on time
- Coursework is completed to the best of the student's ability
- Coursework is the student's own work

MONITORING PROCEDURES / MONATÓIREACHT NÓSANNA IMEACHTA

Each teacher will

- Monitor the signatures from their own students
- Monitor the completion and submission of work from their own students
- Endeavour to notify the parents / guardians of deadlines that have not yet been met

REVIEW PROCEDURES / ATHBHREITHNIÚ NÓSANNA IMEACHTA

Once a year subject departments should review the effectiveness of the policy within their own subject area

TIMEFRAME / FRÁMA AMA

Date ratified by Board of Management _____

Review June 2015



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