

# DIARIES

## Policy date:

Monday, 21<sup>st</sup> February 2011

At Granville South Creative and Performing Arts High School we believe in the importance of assisting students to develop sound study habits that help in their ability to manage learning time. School diaries form an integral part in helping students to become active, independent learners.

## Purpose of the diary:

- *Organisation* - to help students become well organised, record homework and assessment tasks, reminders, results and messages.
- *Communication* - to support home/school communication. Parents / carers and teachers are encouraged to write notes in the diary, to share relevant information about the student and school events.
- *Information* - to provide the student and their parent / carer with some general information about school procedures.

## Roles and responsibilities:

- *School*  
Head Teachers, as part of faculty management, are responsible for ensuring that staff meet requirements in relation to diary monitoring and usage.
- *Year Advisers*  
Year Advisers support Roll Call Teachers in the monitoring student diary use.
- *Head Teachers / Stage Coordinators*  
Head Teachers and Stage Coordinators support Roll Call Teachers and Year Advisers where students do not meet the school's expectations regarding diary usage.
- *Roll Call Teachers*  
Roll Call Teachers are the key to ensuring students develop quality diary organisational skills. Students need to be taught these skills. This will occur at year meetings, during study skills lessons and at roll call.  
Roll Call Teachers assist early in the year to demonstrate to students how to use their diary effectively for:
  - communication;
  - planning and important notes;
  - recording homework and assessment tasks; and
  - understanding school information provided.The Roll Call Teacher is responsible for checking that student diaries are being regularly used by students and are signed on a weekly basis by parents/carers.  
Roll Call Teachers are required to sign student diaries at least once a week to support the school's 'commitment to learning' to monitor student diary usage.
- *Class Teachers*  
Class Teachers are to monitor that each student has a diary on their desk for each lesson and that homework and assessment information is recorded.  
Students who do not meet these expectations will be dealt with by the teacher in the first instance following their faculty policy.  
Class Teachers need to provide time for students to enter homework in their diaries.

Class Teachers should use the student diary to inform parent/carers of concerns regarding a student's commitment to their learning, failure to complete set work and homework and any behaviour issues. The communication section of the diary should also be used for positive comments.

- *Students*

Students are required to have their school diary on their desk for each lesson.

Students are to keep their diary neat and presentable, to be checked weekly by their Roll Call Teacher.

Students are responsible for noting down homework and assessment tasks in their diaries, for completing homework on time to the best of their ability, for seeking help if they experience difficulties and for taking note of teacher feedback in order to improve their work.

Graffiti, inappropriate material or removal of any diary pages is not acceptable. Students may be required to cover the cost of replacing or repairing the diary where they are responsible for damage.

- *Parents/carers*

Parents/carers are asked to review and sign their child's diary each week for students in Years 7-10. They should encourage diary use and the value of organising study habits for students in Years 11-12.

Parents/carers should support students in their efforts to complete homework and assessment tasks to demonstrate that they value homework and support the school.

Parents/carers should encourage students in their study efforts and praise them when homework is completed.

Student: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Parent / Carer: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Roll Call Teacher: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_