

HIGHVIEW COLLEGE STUDENT PLANNER POLICY



Person Responsible – Director of Pastoral Care

Rationale

- All students must have a Highview College Student Planner
- This Planner is an important communication tool between the school and home.

Aims

- To encourage communication between parents and teachers to support students.
- To maintain the Planner as a learning organisational tool, not a personal diary.
- To assist students with their personal organisation while at school in the following ways:
 - The Planner includes lesson times
 - Individual timetables can be recorded
 - School rules are referenced
 - Uniform Guidelines are included
 - Commonly asked questions are answered
 - A calendar of important dates is included
 - There is a place for homework to be recorded

Implementation

- The Planner should be taken to all classes
- The Planner is like a 'passport' when a student may need to leave the class for any reason.
- It is a Learning Planner and not a private diary.
- Staff may at any time inspect a student Planner.
- Students should record their homework in the Planner.
- Assignments/Assessments and tests dates should be recorded.
- Co-curricular and Extra Curricular commitments, dates and times should be recorded.
- If parents or teaching staff need to communicate, the Planner is one method which may be used.
- The Planner is to be kept neat at all times and only used for school business.
- It is unacceptable to:
 - Excessively decorate the pages or covers with photographs, graffiti, pictures, stickers or whiteout etc.
 - Cover or remove teachers' written comments.
 - Tear pages out.
 - Use two Planners

Policy updated by Marion Martin – 2016