

HIGHVIEW COLLEGE
STUDENT PLANNER POLICY YEARS 7&8
Person Responsible – Head of Junior School OPERATIONAL



(Reviewed in odd years)

Developed by	DP Pastoral Care, Jenny Wardrop	2011
Updated by	Director of Pastoral Care, Marion Martin	2016
Updated by	Principal, Melinda Scash	2019

Rationale

- All Junior Secondary School 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:
 - 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
 - Tear pages out
 - Use two Planners