



DIARY POLICY

School diaries at Duncraig SHS are used to achieve a number of outcomes. Not only are they used in the traditional sense for students to record homework and assessment requirements but they are also used as a two-way communication between parents and their child's teachers. The diary is also used to monitor student movement around the school.

Please note: The school diary is not a private diary and is to be made available to teachers and parents on request. All students must have a Duncraig SHS diary.

Responsibilities

Students

- Retain all pages in your diary.
- Always bring your diary to class.
- Maintain your diary in reasonable condition, which means no tagging, decorating or drawing on your diary.
- Ensure all homework details are entered into your diary.
- Make your diary available on request to parents and teachers.
- Use the page on the left for notes from parents and teachers and administrative detail.
- Use the right hand page for noting homework.
- If you lose your diary, a new diary must be purchased from Student Services.

Parents

- Check student's diary weekly to observe homework set and any communications from teachers.
- Diary can be used for all miscellaneous communication with Form and subject teachers (Email is preferred).

Subject Teacher

- Keep a record of all homework given.
- Facilitate students writing homework in diary. Set and check that homework has been done. Make parent contact via school diary when homework has not been completed appropriately.
- Enter into diary any student movement permissions. e.g. Library, ICT, Student Services, Health Centre, Administration etc.

Form Teacher

To monitor student diaries by conducting a weekly check of each student's diary for:

- Absentee notes, these can be torn out and sent to the absentee office in the Form folder.
- Student use of diary (If a student is not recording homework in the diary he/she is to be sent during that Form period to the Year Coordinator).
- Sign diaries each week.

Year Coordinator

- Manage lost diary procedures. (Diary sheets for forgotten diaries, sale of replacement diaries).

- Act as referral point for Form teachers when students are not using diary appropriately or not bringing them to school.
- Attend Forms to conduct diary checks. Refer concerns that homework is either not being regularly set or entered in diaries to Student Services Manager.
- Liaise with Learning Area HODs/TICs re: concerns that homework is either not being regularly set or entered in diaries.