Student Diaries
Years 3 – 12
Procedure
CLARIFICATION PROCEDURE

All students attending St Joseph’s from Years 3-12 are required to have a school diary to assist in developing the partnership between parents and the school.

The purpose of the school diary is:

- to assist students in developing organisational and time management skills
- to assist in the development of study skills
- to enable students to account for their learning
- to provide parents with a reliable means of communication with the pastoral care teacher and subject teachers
- to enable staff members to monitor homework and study requirements

Students are required to:

- have the diary with them during class at all times
- record each subject they have each day – and next to each subject list:
  - the homework set
  - or ‘none set’
  - or completed in class
  - or revision
- ensure all notes from parents are recorded in the diary and are signed by a parent/care giver
- Present the diary in morning care group for signing by the PC Coordinator in relation to requests for a leave pass.
- Present diary at front office on signing out.
- present the diary to the Pastoral Care teacher each week for signing
- Fill in subjects for a week in advance.
- Present diary to PC teacher or subject teacher when issued with a late pass.

Pastoral Care teachers will:

- collect the diary each week and ensure all homework has been recorded
- assist the student in time management by analysing the amount of time spent on homework
- sign notes from parents in regards to absenteeism or request for leave passes
- refer student concerns reflected in the diary to the year level coordinator i.e. frequent lack of recorded homework, incomplete assignments etc.

Pastoral Care Coordinators (Year 3-12) will:

- check year level diaries three times during the term to gain an overview of the homework and study demands for students at the year level
- note areas where development needs to take place and discuss strategies with pastoral care teachers for assisting students to develop study and time management skills
- Refer concerns to the Deputy Principal when reviewing student progress.
- Sign notes regarding leave pass permission.