



St Joseph's Catholic School

Queenstown

DIARY POLICY & PROCEDURES

RATIONALE

The school diary allows for regular and informal communication between home and school. When used as a whole-school approach and on a regular basis, communication between home and school can be maintained, which may provide both home and school with important information regarding issues of celebration or concern that may be pertinent for the other party.

AIMS

- To provide a valuable communication tool between home and school.
- To allow teachers to comment briefly on cause for celebration or concern in a timely manner.
- To provide an opportunity for parents to provide teachers with information that is related to class-based activities.
- To complement the school newsletter in providing a valuable communication tool.

PROCEDURES

- Students are expected to use a school diary or a diary of similar design.
- Teachers will expect to sight a student's diary each day and to review parent comment where applicable.
- The diary is to be used to note homework and relevant events and should be treated as another book – neatness and appropriate thoroughness is expected and a parent signature is required daily.
- Teachers will endeavour to note an aspect of a student's class engagement at least once a week.
- Students who do not bring their diary to school, or the diary is not signed by a parent, will be expected to miss out on half of recess or half of lunch.
- Teachers should ensure diaries are in student bags for home review.

This policy will be reviewed as part of St Joseph's Catholic School's policy review cycle.

August 2010