

HIGHVIEW COLLEGE
STUDENT PLANNER POLICY
Person Responsible – Director of Pastoral Care
(Reviewed in odd years)



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 developed by Jenny Wardrop – 2011
Policy updated by Marion Martin – 2016
Due for Review – March 2019