

## Parents

The Diary / Planner is a good way of monitoring the amount of homework your son / daughter is getting. Pupils are asked to enter all homework in the diary with a note of which subject has issued it.

By checking the 'traffic light' section of the Diary / Planner regularly you can also see how your son / daughter is doing in class.

Occasionally, some teachers will make a comment in the Diary / Planner so that they can communicate with you.



Please check your son / daughter's Diary / Planner regularly and sign it at least once per week so that the school knows it is being checked.

## What can you do?...

In St Columba's we are committed to working in close partnership with all parents / carers to ensure the best possible education of all of our pupils.

Please continue to help us by supporting your son / daughter to carry their Diary / Planner at all times and to use it effectively.

Let us know if there are any problems with the use of the Diary / Planner or if there are ways in which its use could be improved.

## Further information...

For further information about any aspect of our use of the Diary / Planner please contact the school.

Please let us know if you have any comments about the content of this Guide.



01475 715 250

# St Columba's High School



Gourock

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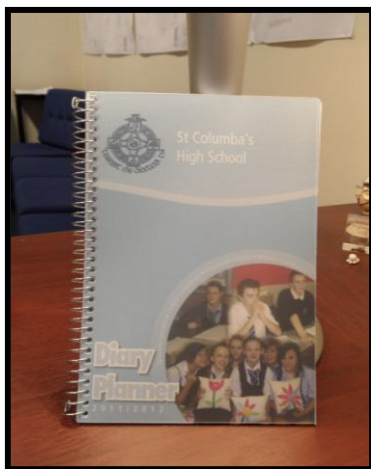
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# Diary / Planner

## *The Diary / Planner*

At the beginning of each school year, pupils are issued, free of charge, with a Diary / Planner. Pupils who lose their Diary / Planner are asked to replace it at the cost of £1.

The Diary / Planner has a number of purposes and when it is well used it can benefit pupils, parents and staff.



This leaflet outlines the purpose of the Diary / Planner and explains how it can be used effectively by pupils, parents and staff alike.

## *Pupils*

The Diary / Planner is used by pupils in a number of ways –

- to evaluate if they have overtaken the success criteria in lessons – the book contains a ‘traffic light’ section for this purpose
- note all homework issued in each subject and when it is due to be handed in
- to record other achievements or experiences that are important

Pupils are asked to take their Diary / Planner out at the beginning of each lesson so that it is readily available for them to complete during the period.

The Diary / Planner also contains a copy of the school prayer which is recited at the beginning of the school day in registration or assembly.

We are confident that pupils who use their Diary / Planner properly do better in their examinations as this helps greatly with their planning and organisation of homework and study skills.

## *Teachers*

Teachers can use the Diary / Planner to evaluate how successful their lesson has been by looking at the ‘traffic lights’ for that lesson.



It can also be used to identify pupils that have not grasped the lesson so that remedial work can take place.

The Diary / Planner is regularly monitored by staff at registration and assemblies and pupils are encouraged to carry it at all times. In subject classes the Diary / Planner is also monitored by Principal Teachers to ensure that it is being used effectively.

