John XXIII College
Seek Justice

School Diary Policy

This is a timely reminder of the importance of the John XXIII College Diary. There are particular practices that we would like to draw your attention to and seek your assistance.

These are;

a) Students are expected to have a College Diary. If they are misplaced or destroyed they can be purchased from Student Services at a cost of $10.00.

b) The diary is an organisational tool for recording homework and other academic pursuits. It also lists various upcoming events.

c) Students should have their diary with them at all times during class time.

d) The diary is also a passport should your child need to go to the nurse, library or any other activity that requires your child to leave a class. See pages 103 - 107 of the diary for a further explanation.

e) The diary is a communication tool for the school and parents. There is space for parents and teachers to comment and communicate. You are encouraged to use this should you wish to send a brief communication to you child's teacher / the school.

f) Parents are asked to sign the diary at least once a week.

g) Tutor group teachers are also asked to check and sign diaries.

h) The diary is a public document - it should not be defaced or inappropriately "adorned"

i) Subject teachers are required to set purposeful homework with the guidelines outlined in pages 96 - 97 of the diary.

j) Teachers are required to have established procedures for checking that homework.

k) Teachers are required to assist students in recording homework in student diaries, for example, writing homework on the board and giving students the time to record that information into their diary.

Students have been reminded that there are consequences for not completing their homework.

Should you have further enquiries in regards to the use of school diaries please contact Mr Robert Novacsek at student services. 9383 0406.