



# St Patrick's Catholic School Latrobe

## Diary Policy

### **RATIONALE**

The school diary allows for important 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 and enhanced, 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 allow parents an opportunity 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 be expected to sight a student's diary each day, and review and sign any parent's comment.
- The diary is to be used to note homework and relevant events and it should be treated as another book – neatness and appropriate thoroughness is expected.
- Teachers will endeavour to note an aspect of a student's class engagement at least once a week.

- Teachers should ensure diaries are in student bags for home review.

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

*Ratified by the School Board August 2023*