Le Fevre High School  Diary and Homework Policy    Review 2014

Underlying Principles:
- Student organisational skills support student success
- Students need to be supported to develop organisational skills
- The use of diaries assists in self organisation
- Effective communication within the school community supports student success
- A diary can maximise efficiency in communication and organisation both at home and at school
- Encourages the discipline of routine learning
- These principles are consistent with “Thinking and communicating with clarity and precision”, and “Persistence” (from the 16 Habits of the Mind)
- The diary is an official school diary, not a personal diary and thus a teacher may request it from a student for communication from parents
- That homework assists, extends and consolidates the work done by students in class.
- That homework assists students in assuming responsibility for their own learning.

Aim:
The school encourages independent learning through homework via the diary, which should be aimed at promoting individual development and interest, problem solving skills and basic literacy and numeracy. It should also provide a link between parents and the school.
1. Students learning are augmented.
2. Students plan and monitor homework.
3. Independent learning by students is advised.
4. Problem-solving, literacy, and numeracy skills are consolidated.
5. School - parent links are strengthened.
6. Students have developed skills in organising time profitably
That students use the school diary appropriately to organise their learning and extra-curricular commitments, and as a tool for effective communication.

Procedures:
- Students purchase a diary at the beginning of the school year.
- Care Group Teachers make explicit the relevance of the diary to the underlying principles and aims
- Care group teachers outline the appropriate use of diaries including not covering it with pictures or writing, either on cover or within ( e.g. graffiti, magazine photos);
- In the middle school (years 8 & 9) students are supervised by care group teachers to write in what subjects they should have for homework on each day.
- It is the student’s responsibility to get the diary signed by a caregiver at the end of each week.
- Where appropriate, homework will be set in such a way as to give practice to students in organising their own time.
As a general rule, a maximum of 4 subjects will be set each week night:

<table>
<thead>
<tr>
<th>Year Level</th>
<th>Time spent on Homework/Night</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>1 hour</td>
</tr>
<tr>
<td>9/10</td>
<td>1 hour and 30 minutes</td>
</tr>
<tr>
<td>11</td>
<td>2 hours</td>
</tr>
<tr>
<td>12</td>
<td>2 hours and 30 minutes</td>
</tr>
</tbody>
</table>

Each student is required to keep a school diary that is used to record:

- Homework
- Student progress in such things as homework, tests and assignments.
- Communication between teachers and caregivers in such matters as absenteeism, reasons for lateness and absence, seeking, or reasons for permission for early departure from school, recognition of achievement or under-performance, misbehaviour (e.g. notification of detentions), extra curricular activity schedules, other issues and concerns.
- Movement around school for legitimate purposes, as signed by staff.
- Care Group teachers to comment on diary use and maintenance in report comments.
- Within Year Level Team structure, agreed monitoring procedures to also occur through Yr level manager oversight, in support of Care Group Teachers.

**Consequences for misuse of diary**

- If the diary is persistently not signed, the home-group teacher allocates a detention (i) (ii).
- A detention is issued if the student persistently does not have a diary in lesson, or does not have a diary when moving about the school during lesson time, as monitored by any member of the teaching staff.
- If a diary is defaced or lost, the student is expected to replace it, as monitored by the care group teacher.

i This is suitable for care group session on Monday while the teacher is checking that the caregiver has signed the diary.
ii This is not the case for students living independently.