



Student Planner Policy

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Author: Miss N Pugh, Assistant Principal

Our Planner Policy

The aim of the planner:

- Promote organisational skills
- Promote communication between the parent/carer and tutor
- Promote positive relationships with home
- Tracking of academic progress
- Teaching and learning tool- key vocabulary/ recording of homework
- Support the 360 strategy – readiness to learn
- Reinforce expectations- Culture for Learning policy

The planner contains the following information:

- Term dates
- Academy day
- Student charter
- Culture for Learning expectations
- Homework timetable
- Safer internet usage- signature required
- Safeguarding information
- Homework/planner pages
- Direct vocabulary recording pages

Students will:

- Look after their planner and bring it to the academy every day
- Have their planner out on their desk in tutor time
- Accurately record all homework
- Have their timetable written in planner
- Attendance conversations – date recorded in planner
- Have their BCP's recorded in planner
- Fill in the homework timetable
- Record homework in the planner during tutor time
- Assessment point data recorded in planner
- Record key events from the calendar or additional events that are added
- Ask parents/carers to sign the planner

Tutors will:

- Ensure all of the above have taken place
- Monitor students' planners and sign on a weekly basis
- Communicate information to students and parents/carers as appropriate
- Inform the 360 if the planner has not been signed by home for 2 weeks or more

Subject teachers will:

- Check that students have recorded their homework correctly- if it is copied into the planner in the lesson
- Ensure that the direct vocabulary section is completed

360 Year Team Managers will:

- Check that students have their planners every day during the morning routine
- Sanction following the CFL policy if they do not have their planner
- Contact parent/carers with any concerns about the use of the planner

Student Progress Leaders will:

- Support the planner policy
- Monitor the use of the planner
- Quality assure the use of the planner
- Support the above staff with the implementation of the policy
- Meet with parent/carers about the planner

Parent/carers should:

- Check that their child is recording homework accurately
- Sign the planner on a weekly basis in the appropriate place
- Use the planner to communicate with the academy

Not being signed?

- 2 weeks- tutor emails 360 list of names
- 360 contacts home
- 3 weeks- SPL sends a letter
- 4 weeks – meeting with SPL
- 5 weeks- meeting with ALT