

# Student Planner

School planners are an important **resource and reference book** in which students can find all of the important information that they need. You must have your planner with you in every lesson.

Take time to read through your student planner. Familiarise yourself with the school Code of Conduct, School important dates, behaviour, uniform and equipment expectations etc.

Keep your planners neat and well presented as this will be checked on a weekly basis by teachers and your parents.

## Check list

- ✓ Complete page 1 and your subject details
- ✓ Stick your timetable on page 2
- ✓ Keep your planner well-presented (multi-colour / graffiti free) and do not fold any pages
- ✓ Write in your current and target levels/grades in page 16 when you receive your report
- ✓ Complete your reading journal on page 29 when you complete reading books
- ✓ Total your attendance and punctuality on a weekly basis (Use P, A and L codes)
- ✓ Write all you subjects for the day and record homework in full with due date. Tick when complete.
- ✓ Write 'None Set' if no homework was set. Write 'No School' for holidays.
- ✓ Ask your parents to check and sign your planner every weekend, otherwise it will be circled

