



<b>Policy Document</b>
<b>Student Planner</b>

- Student planners are provided each year, in September, free of charge to students. Replacement planners can be purchased from the Finance Officer.
- Co-ordination of the planner is the responsibility of the Finance Officer.
- Content for the planner must be amended by May of each year to allow printing time.
- Students are required to carry their planners with them at all times. They should record their homework, key dates, assessment levels/grades, merits and any other required information.
- The planner contains useful subject and general information about the school. It also provides a useful means of communication between school and the home and should be checked regularly by parents and staff.