



# LOCK AREA SCHOOL

WITH HEAD, HEART AND HAND

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Government  
of South Australia

Department for Education

## Diary Policy

### Rationale

A well-maintained diary promotes good study and organisation skills, both at school and in the wider community.

Diaries may be used for the following reasons:

- To record homework/assignments
- To communicate between parent/student/teachers
- To record progress within subject areas
- To record daily timetable
- General planning - due dates, etc

### Organisation

**Students (from Upper Primary – Secondary) will:**

- Take their diary to lessons and record detailed homework into their diary during the lesson in which it is set (must record test/assignment results).
- Present their diary, signed by parents, to the class teacher weekly for checking.
- Keep diaries neat and free from graffiti.

**Teachers will:**

- Ensure all homework set is entered into diaries
- Check diaries on a regular basis
- Sign follow up communications put into diaries by parents

**Parents will:**

- Use the diary to notify the school of absences and school departures
- Check that students complete, or make a reasonable attempt at completing homework
- Check and sign the diary at the end of each week
- Sign all communication from the teacher

### Outcomes

All Lock Area School students from Year 3 - 12 will use their diary daily, with the R-2 students using a Communication Book.