

Aberdare Community School Ysgol Gymunedol Aberdâr



Pupil Planner Policy

Date Adopted	24 th May 2023
Signature of Headteacher	<i>Quelch Morgan</i>
Signature of Chair of Governors	<i>J. Brindley</i>
Date to be reviewed	May 2024

Rationale

All learners are issued with a pupil planner at the beginning of the academic year. It is the point of daily contact between home and school. It contains general day to day information including the pupil's timetable as well as the Home/School Agreement. It is used to record homework tasks and any other school activities that learners need to record.

Form tutors will check and sign the planner every week and parents/carers are asked to do likewise.

1. Learners

Planners are learners' personal diaries, which should aid the recording and organisation of homework.

All learners are provided with a Planner at the start of the academic year and this must be used as their primary homework management tool.

Learners should have their planners with them every school day and have them out on their desks in every lesson (unless it is a practical lesson).

Learners are responsible for keeping their planner in good condition. If they lose a planner, they will be requested to purchase a new one.

The following must be clearly present within a learners' planner:

1. Regular recording of homework.
2. Attendance recording.
3. School Timetable.
4. Signed home/school agreement.
5. Weekly signature of parent/carer.
6. Weekly signature of form tutor.

2. Parents/Carers

Parents/Carers are asked to check and sign learners' planners on a weekly basis.

Parents/Carers can use the pupil planners to keep track of any homework that learners have been set and to write notes to teachers with information when necessary.

Parents/Carers can access general day to day information about school from the pupil planner, such as term dates and timings of the school day.

3. Teaching Staff

All members of staff can request to view Pupil Planners at any time.

Teaching staff should remind learners at the start of every lesson to place their planners on their desks (with the exception of practical lessons).

Teaching staff should allow time during lessons for any homework tasks to be recorded in planners by learners, giving clear instructions and deadline dates for tasks set.

Teaching staff will be asked for annual updates which they would like to be included in the Pupil Planner, which learners can use to support their learning.

4. Progress Leaders

Progress leaders will explain to learners in their year group how the planners are to be used at the start of the academic year.

Progress leaders will monitor the use of the Pupil Planners in their year group.

Progress Leaders will complete a termly quality assurance activity of Pupil Planners, according to the whole school QA calendar. They will complete a standard proforma for this activity, which will be discussed with their SLT link and fed back to form tutors.

Progress Leaders are permitted to request to view Pupil Planners at any time.

Progress Leaders can use the Pupil Planners to record messages to Parents/Carer or teaching staff.

5. SLT

Members of the Senior Leadership Team can request to view Pupil Planners at any time.

SLT year group links, together with Progress Leaders, will monitor the use of Pupil Planners in their year groups through a termly QA activity, according to the whole school QA calendar.

SLT year group links will share the finding of their QA activities with the rest of the Senior Leadership Team, including the assistant head teacher responsible for Pupil Planners.

The Assistant Head teacher responsible for the Pupil Planners will update the planners annually and produce a proof for checking by all staff.