1. **Purpose:**

To provide an efficient and regular means of communication between school and home for the benefit of students, teachers and parents.

2. **Implementation:**

2.1 All students will receive a diary in their classroom supplies.
2.2 Students will be required to bring their diary to school each day.
2.3 Teachers are expected to check diaries regularly and sign/initial where appropriate.
2.4 Teachers are required to record individualised comments in the diary regarding each student’s academic, social or emotional behaviour on a needs basis.
2.5 Regular Year Level updates informing parents of happenings within the classroom and the school will be included every fortnight.
2.6 Parents are expected to check diaries regularly and sign where any teacher entries or requests have been made.
2.7 Parents are expected to use the diary to notify the teacher of items of concern, make appointments; reinforce common expectations and any other relevant information of a general nature.
2.8 As a DET requirement, absence notes are not to be recorded in the diary.
2.9 Some students have a daily communication book which may take the place of a diary.
2.10 If a diary is ‘lost’ it is expected that parents or guardians replace them.
2.11 Student diaries could be used to develop students independent organisational skills.

3. **Evaluation:**

This policy will be reviewed as part of the school’s three-year review cycle.