



# KATHERINE HIGH SCHOOL

## STUDENT ORGANISER POLICY

### **Rationale**

All students need to learn skills for life long learning including the organizational skills required to study effectively in a formal learning environment. All students also need to take some responsibility for their learning and their behaviour.

### **Policy Statement**

Katherine High School provides an official *Student Organiser* to each student. The *Student Organiser* is an official school document and includes important information on Katherine High School and its Homework and Assessment Policies. Students are required to use their *Student Organiser* to effectively plan their studies and to record due dates for homework and formative and summative assessment items.

The *Student Organiser* with its significant planning sections is designed to help Year 8 students in particular cope with the transition from primary to high school as early as possible in their secondary school years.

The *Katherine High School Student Organiser* provides:

- Student Details page
- Katherine High School Contacts
- The *Katherine High School Assessment Policy*
- The *Katherine High School Homework Policy*
- The *Katherine High School Student Code of Conduct and Rules for Students*
- Katherine High School map
- Weekly Study and Homework Timetable for students to complete
- Six Timetable Grids (one needs to be completed each semester)
- Pages for recording Notes, Addresses, emails and Telephone contacts
- Double Page Weekly Entry Sections for recording homework
- Weekly Entry Sections for comments from either parents/guardians or teachers
- Pages for notes and communications between parents/guardians and the School

The Assistant Principal Student and Staff Welfare, Student Coordinators, all Home Group teachers and all subject teachers are responsible for ensuring that *Student Organisers* are appropriately used. *Student Organisers* found to be used in an inappropriate manner will be removed from the student's possession to be replaced with another at the student's expense.

### **Responsibilities of Parties**

- **Katherine High School will:**
  - issue a *Student Organiser* to each student each year
  - organize a workshop for Year 8 students early in Term One to provide them with skills for using the *Student Organiser*
  
- **All Katherine High School teachers will:**

- facilitate the use of the *Student Organiser* by regularly and consistently requiring students to record important dates, homework and assessment details in the *Student Organiser*.
  - allocate appropriate time for students to record homework and assessment details in their *Student Organisers*
  - regularly check each *Student Organiser* to ensure that it is being completed in accordance with school policy
  - incorporate diary and time management skills into their subject program as needed
  - use *Student Organisers* to communicate with parents/guardians as appropriate
  - report persistent non-use and/or misuse of *Student Organisers* to the relevant Student Coordinator
- **All Katherine High School students will:**
    - bring their *Student Organisers* to each class
    - regularly and consistently record homework and assessment information as required by subject teachers
    - show their diary to parents/guardians each week with information on homework and assessment requirements accurately recorded
    - keep their diary free from graffiti and any offensive material (replacing it at their own expense if it is not appropriately maintained)
- **Parents/Guardians should:**
    - encourage appropriate and effective use of the *Student Organiser* by regularly checking son's and/or daughter's entries
    - sign the *Student Organiser* each week to confirm that entries have been checked
    - utilize the *Student Organiser* as a means of communication with the school

This policy was last ratified by School Council in....

**2007**