

College Diary

Every student at Mount Carmel College is expected to have, keep and maintain a diary. Diaries are distributed to students at the beginning of each new year and costs are included in the Resource Fee.

This diary is not a private document. It is the formal means of communication between the school and student's parents/caregivers and must be produced at the request of any member of staff who may wish to examine it or write a note.

For students, the diary is a:

- place to record homework and important dates;
- place to record all requests and permissions;
- means of organising school time and work.

It is expected that all students:

- present their diary to their Home Group teacher weekly for checking and signing;
- use the diary as the normal means of communication with the school for permissions, explanations and notices;
- maintain the diary in a clean and orderly fashion, free from graffiti and stickers. Should a diary not be maintained appropriately, students will be required to purchase a new one.

For parents/caregivers, the diary is:

- the place to record communications with the school;
- a means of knowing what is expected of the student in terms of school expectations;
- a means of monitoring homework;
- a means of accessing College Policies.

We believe it is important that parents/caregivers:

- use the appropriate space in the diary for permissions, requests and explanations;
- sign any notices which are placed in the diary for your information;
- check the diary weekly and ensure that it is neat, orderly and free from graffiti;
- support the purchase of a new diary if requested by the College, due to inappropriate use/graffiti, etc