



Ballakermeen High School Information Sheet



Student Planners

This information sheet has been produced as a result of parent feedback at the Ballakermeen High School Association

What is the Student Planner?

The planner is a very important school document which is used to plan your week in school. The planner has evolved over time to include a range of resources that you can use to assist you in school. Be sure to look through your planner thoroughly, you'll be amazed at all the useful things that have been included! .

How do I use it to plan my week?

The weekly planning pages of your planner allow you to write down any homework you are set by class teachers. There is also space for you to set targets for the week and record your achievements.

How do I record my homework?

On the daily planning pages there is space for you to write which subject the homework is being set for, what the homework task involves, when it is due to be handed in and a tick box to indicate that you have finished it.

Parents and Teachers

The planner is used a method of communication between school and home. Space is provided for your parents and teachers to write messages to each other and you will need to make sure that they are passed on. Your tutor will look in the planner each week to see what you have been doing in school and to check for any messages from your parents. To ensure that your planner is used effectively it must be signed at the end of each week by your parents, your tutor and yourself. It is your responsibility to remind your parents to sign your planner each week.

What happens if I forget or lose my planner?

If for some reason you forget to bring your planner to school with you your tutor will issue you with a temporary planner for the day, however, you must remember to bring your planner with you the following day. If you continue to forget your planner you may be given a detention. If you lose your planner you must speak to your Year Manager about getting a new one. You will be charged £2.00 for a replacement planner.

I think I've lost my planner in school, what should I do?

If you think you have lost your planner in school you should ask at the reception desk to see if it has been handed in. If your planner has not been handed into the reception desk tell your tutor or class teacher as soon as possible. Teachers are very good at communicating with each other to find things that have been lost in school!

Personal details

On the very first page of your planner there are spaces for you to put in some personal details about yourself. This page will show that the planner belongs to you. Ask your parents/carers to help you fill in the bit about 'emergency contact'. This page should be completed the same day that you get your planner.

Why do I have to take my planner with me if I have to leave class?

If you are seen out of class by a member of staff you need to show that you have permission to be away from your lesson. Your class teacher will write a note in your planner to say that they know you are out of class and where you are going. If you do not have your planner with you with a note from your teacher you will be sent back to your classroom whether you have completed your task or not.

Is there anything else I should know?

Yes! If you work hard in your lessons your teacher will ask to see your planner so that he/she can write a note of praise to your parents or to put a merit stamp in it. You should show this to your tutor so that he/she can enter your merits onto the computer system (please see the 'Merits' information sheet for further details about merits).