

## Evaluation

Please tick the appropriate box after each statement.

<i>1</i> <i>Strongly</i> <i>Agree</i>	<i>2</i> <i>Agree</i>	<i>3</i> <i>Disagree</i>	<i>4</i> <i>Strongly</i> <i>Disagree</i>
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**Guidelines:** I agree that this leaflet provides a sound advice on using planners.

<i>1</i> <input type="checkbox"/>	<i>2</i> <input type="checkbox"/>	<i>3</i> <input type="checkbox"/>	<i>4</i> <input type="checkbox"/>
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**Aims:** I agree with the aims.

<i>1</i> <input type="checkbox"/>	<i>2</i> <input type="checkbox"/>	<i>3</i> <input type="checkbox"/>	<i>4</i> <input type="checkbox"/>
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**Commitment:** I support the use of planners.

<i>1</i> <input type="checkbox"/>	<i>2</i> <input type="checkbox"/>	<i>3</i> <input type="checkbox"/>	<i>4</i> <input type="checkbox"/>
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**Procedures:** I agree with the procedures.

<i>1</i> <input type="checkbox"/>	<i>2</i> <input type="checkbox"/>	<i>3</i> <input type="checkbox"/>	<i>4</i> <input type="checkbox"/>
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Please make any comments overleaf.

## Senior Management Team & House Teams

**Head Teacher:** George Laidlaw  
**Depute Head Teacher:** George Sturrock  
**Aberfeldy House Head:** Tom Stewart  
**Guidance:** Mrs V Dillon, Mrs N Seith & Mr R Brown  
**Fortingall House Head:** Sylvia Smith  
**Guidance:** Mrs M Reid & Mr R Thompson  
**Weem House Head:** Mark Doherty  
**Guidance staff:** Mrs Y Hay & Mr J Watson

## Be prepared and organised for school

- Wear your uniform
- Carry a bag
- Be equipped: pen, pencil, sharpener, rubber, ruler, calculator
- Can School library sell equipment?
- Bring your planner
- Bring your PE kit
- Bring your lunch money

## Organising your homework

- Note homework tasks carefully
- Note the “Date Due”
- Get help
  - From your teacher
  - From the Library
  - From the internet
  - From parents
- Don't leave it to the last minute

## Study Support

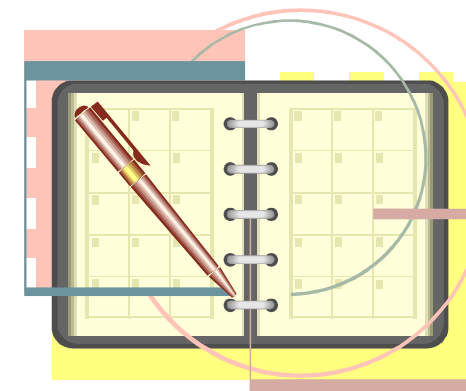
- Departments run homework clubs
- Check the Library for homework clubs
- Our Librarian will help you find resources
- Departments put homework on the website
- Departments offer after school study support
- Don't be stuck...ask!

## Planner contents

- Customised school pages (front)
- Information about Learning Together in Dundee (LTiD)
- Weekly home learning pages
- General reference pages
- Target pages for use by pupils (back)

## Useful resources

- Replacement planners
- Website links
- Advice on how to study
- Revision guides
- Past papers



**“... learners learn best when they know what is expected of them.”**

LTiD key principle

## Using Your School Planner 2009-10

Guidelines for staff, parents and pupils

Date of publication: September 2009

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Staff responsible: LTiD support staff & Head Teacher

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## Menzieshill High School 2009-10 Planner Guidelines

### Introduction

Dundee City Council Education Department is committed to ensuring effective communication with and between parents/carers and all its schools and young people. We recognise that by ensuring effective partnerships with parents/carers that all our young people benefit and maximise their learning potential. As part of this commitment we strongly encourage the consistent use of the LTiD planner in primary and secondary. In (name of establishment) we recognise the school planner plays an important part in working with parents/carers and learners to further raise pupil attainment and develop positive links with home. It also encourages learners to become responsible citizens and to help them take more independence in their learning, both in and out of school.

### Purpose of Planners

- To promote learning both in and out of school
- To help parent/carers be involved in communication about what children are learning
- To help learners think about, talk about and improve their learning
- To encourage learners to take responsibility for their own learning
- To help learners set realistic learning goals.
- To give learners a personal record of their learning and achievement

### Aims for learning out of school

As a school we promote:

- the consistent use of the planner to develop further effective communication with parents/carers
- parental involvement in children's learning and to allow parents/carers to enjoy and celebrate success/achievement
- young people to become more independent learners, by encouraging self-evaluation and to set learning goals and targets
- Learning out of school (homework)
- Development of study habits

- Good communication with regard to homework, supported study and setting effective targets
- Help and praise from teachers; and children's responsibility for own learning

### Commitment

In Menzieshill High School we recognise the planner is a vital part of raising pupil attainment. Pupils are expected to use planners **every day in every lesson**.

We are committed to developing effective use of planners which will support pupils in their learning; require clear guidelines and sharing responsibility between pupils, parents and staff.

*George Laidlaw, Head Teacher*

### Pupils are asked to

- Exercise responsibility for bringing your planner to school every day
- Have it on your desk during every lesson and note:  
*What have I learned? Note every lesson.*  
*Due and Done? Note homework at date due.*  
*Note study tasks: important test dates or deadlines for work at date due*  
*How did I do? Rate your learning.*  
*When did I revise? Remember to!*
- Discuss your planner regularly with parents/carers  
*Note achievements (at home or in SE)*
- Use the planner to develop good homework and study habits and to help develop learning

### Staff are asked to

- Check planners are being used.
- Share Learning Intentions with pupils
- Use planners as a focus for discussion about learning.
- Issue clear homework instructions and deadlines.
- Encourage traffic lighting: "How did I do?"
- Guidance (SE) teacher to read and sign regularly and reward good use.

### Parents are asked to

- Encourage the daily use of the planner and that you take the opportunity to discuss it with your child regularly  
*Discuss & check homework tasks are done.*
- Offer support and encouragement in the use of the planner and to review targets set for improvement  
*Write encouraging comments*
- Actively support your child to view the planner as an essential learning tool  
*Offer support to targets for improvement.*

### Comments

*Views from Staff, Parents and Pupils are welcome.*

Do you wish to comment on our **Planner Guidelines**?  
Do you strongly agree or disagree with any statements.

Is there any other support you would like for **Learning out of School** or **Use of Planners**?

*Continue on a blank sheet of paper if you wish to say more.*  
*Thank you very much for taking the time to give your views.*  
*Cut off slip and return to the school office.*

Name: \_\_\_\_\_

(Please print)

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

(Of pupil)

Class: \_\_\_\_\_