

School Journal Policy

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- The School Journal is a pivotal communication structure within our school. It ensures that all information is accessible to parents, students and teachers. It is also the primary recording tool for homework. For these reasons, all students attending Coláiste Chill Mhantáin must have their school journal with them every day.
- At the beginning of class teachers will greet students and request that take out their books, copies, equipment and journal.
- The School Journal must be available at all times for inspection by any teacher.
- The non-production of the journal, upon request, may result in a detention

The use of the School Journal

- 1 Students should write down their subjects for each day in their School Journal at Tutor time.
- 2 All homework is to be written into the correct day on the School Journal. Homework must state page number, questions and all other details.
- 3 Having assigned homework during class, each teacher should check that homework is recorded correctly.
- 4 When students have their homework completed, they should not delete their homework note in their Journal, but put a tick after it indicating that it has been done.
- 5 The Journal should be on the desk in front of the student in general classes.
- 6 Parents & Tutor/Year Head should sign the journal at least once per week.
- 7 The Journal may be requested to be presented at Parent/Teacher appointments.
- 8 Should a Journal be in a poor condition a student will be required to replace it and give their Tutor their old Journal. The replacement cost is €10.

Student without a Journal

- 1 If a student does not have a Journal at tutor time they must receive a Replacement Sheet from their Tutor before tutor time ends. This is to be signed, dated and recorded by the Tutor.
- 2 Continuous failure (x3) to have a journal will require the purchase of a new journal and /or detention. Failure to do this may result in suspension.