

This eDiary is designed to help you with the organisation of your school life. In particular, it should be a record of your work and a reminder of homework to be completed as well as when tests and examinations are imminent.

Students

In order to use the eDiary effectively, you need to develop a system of personal organisation.

- You must have access to your eDiary every lesson and at home each night.
- Record all the work set by teachers such as homework, tests, assignments, etc. Record these not only on the day the assessment was set, but also on the day it is due.
- Work should be recorded in sufficient detail to enable you to quickly commence the task at home.
- Check your eDiary regularly each morning and night.
- Mark off entries when complete.
- Use the Term Planner to forward plan e.g. by putting down when work is due and a record of your revision program for tests and examinations. A record of all community events should also be recorded on the Year Planner and planning should take place so that you can attend these events.
- Student eDiaries will often be used as a means of communication between parents and teachers.
- As a guide to the amount of homework to be completed by students, refer to the recommended minimum homework time listed under homework in [Academic information - General](#).

Parents

eDiaries of students in Years 7-10 are to be viewed regularly, at least once a week, by parents/guardians, registering electronically the fact that the parents have sited the homework requirements or any notes from the teacher sent home to the parents/guardians in the eDiary.

Rights and Responsibilities

Your child has been given this Prescott College eDiary for two purposes:

1. To support students with their personal organisation.
2. Provide information about important Prescott College policies which all teachers have agreed to uphold.

Included within the eDiary are relevant policies, guidelines and information to inform and assist students throughout their Academic Year. To avoid confusion and make your child's transition into the new Academic Year as smooth as possible, we ask that the Parent/guardian and student carefully read the Contents Pages of the eDiary.

After reading, please sign and date the **acknowledgement form** provided by the school. Your student will then hand the completed form to their Homeroom teacher to be kept on record.