

### Diary use

In 2023, Chevalier is formalising the processes and procedures with how students use the college diary. These strategies seek to:

- support student organisation
- improve wellbeing
- upskill students in the ability to prioritise and manage their time efficiently
- improve application to class tasks, home learning and assessments.

With the support of classroom teachers, home room teachers, members of the Wellbeing Team and Year 11 Buddy Leaders, students will be taken through the explicit steps in how to effectively use their college diary.

### Students - expectations of use

It is the expectation of the college that students will:

- record in their diary any work to be completed. This may include preparation for upcoming lessons or assessments, regular homework or unfinished classwork.
- organise the coming week by the completion of home room each Monday
- have their diary checked by their home room teacher each Monday
- have their diary signed by a parent/caregiver at the end of each week
- have their diary on their desk for every lesson.

If a student does not have their diary at school, they will be required to collect a paper diary from their Home Room Teacher or Stage Coordinator in A1 prior to the start of Period 1.

### Classroom teachers

- Students must have access to their diary during every lesson.
- If students have no work to complete, they are to write 'No Homework' (routine).
- When taking students through their subject assessments, teachers will ensure they have this information recorded in the appropriate areas (including in the 2 weeks preceding the due date).

### Home Room teachers

At the start of each week, the home room teacher will:

- Check that the diary has been signed from the previous week for all students in their home room. (Should this become a problem, the classroom teacher will liaise with the Stage Academic Coordinator or with John Hargreaves).
- For Year 7 students, support the Buddy Leaders in checking the student has the upcoming week organised.



## Diary sections - Yearly planner

In this section, students are to record:

- Chevalier College key events
- Assessment due dates
- Holidays and midterm breaks

2021 PLANNER						
January	February	March	April	May	June	
Fri 1 <small>New Year's Day</small>	Mon 1	Mon 1	Thu 1	Sat 1	Tue 1	
Sat 2	Tue 2	Tue 2	Fri 2 <small>Good Friday</small>	Sun 2	Wed 2	
Sun 3	Wed 3	Wed 3	Sat 3	Mon 3	Thu 3	
Mon 4	Thu 4	Thu 4 <small>MUSIC</small>	Sun 4 <small>Easter Sunday</small>	Tue 4	Fri 4	
Tue 5	Fri 5	Fri 5 <small>GEO</small>	Mon 5 <small>Easter Monday</small>	Wed 5	Sat 5	
Wed 6	Sat 6	Sat 6	Tue 6	Thu 6	Sun 6	
Thu 7	Sun 7	Sun 7	Wed 7	Fri 7	Mon 7	
Fri 8	Mon 8	Mon 8	Thu 8	Sat 8	Tue 8	
Sat 9	Tue 9	Tue 9	Fri 9	Sun 9	Wed 9	
Sun 10	Wed 10	Wed 10	Sat 10	Mon 10	Thu 10	
Mon 11	Thu 11	Thu 11 <small>PDH</small>	Sun 11	Tue 11	Fri 11	
Tue 12	Fri 12	Fri 12	Mon 12	Wed 12	Sat 12	
Wed 13	Sat 13	Sat 13	Tue 13	Thu 13	Sun 13	
Thu 14	Sun 14	Sun 14	Wed 14	Fri 14	Mon 14	
Fri 15	Mon 15	Mon 15	Thu 15	Sat 15	Tue 15	
Sat 16	Tue 16	Tue 16 <small>RE</small>	Fri 16	Sun 16	Wed 16	
Sun 17	Wed 17	Wed 17	Sat 17	Mon 17	Thu 17	
Mon 18	Thu 18	Thu 18	Sun 18	Tue 18	Fri 18	
Tue 19	<small>MID-TERM Fri 19 BREAK</small>	Fri 19 <small>SCI</small>	Mon 19	Wed 19	Sat 19	
Wed 20	Sat 20	Sat 20	Tue 20	Thu 20	Sun 20	
Thu 21	Sun 21	Sun 21	Wed 21	Fri 21	Mon 21	
Fri 22	Mon 22	Mon 22	Thu 22	Sat 22	Tue 22	
Sat 23	Tue 23	Tue 23	Fri 23	Sun 23	Wed 23	
Sun 24	Wed 24	Wed 24	Sat 24	Mon 24	Thu 24	
Mon 25	Thu 25	Thu 25	Sun 25 <small>ANZAC Day</small>	Tue 25	Fri 25	
Tue 26 <small>Australia Day (ex NZ)</small>	Fri 26	Fri 26 <small>TECH</small>	Mon 26	Wed 26	Sat 26	
Wed 27	Sat 27	Sat 27	Tue 27	Thu 27	Sun 27	
Thu 28	Sun 28	Sun 28	Wed 28	Fri 28	Mon 28	
Fri 29		Mon 29	Thu 29	Sat 29	Tue 29	
Sat 30		Tue 30 <small>ENG</small>	Fri 30	Sun 30	Wed 30	
Sun 31		Wed 31		Mon 31		

July	August	September	October	November	December
Thu 1	Sun 1	Wed 1	Fri 1	Mon 1	Wed 1
Fri 2	Mon 2	Thu 2	Sat 2	Tue 2	Thu 2
Sat 3	Tue 3	Fri 3	Sun 3	Wed 3	Fri 3
Sun 4	Wed 4	Sat 4	Mon 4	Thu 4	Sat 4
Mon 5	Thu 5	Sun 5	Tue 5	Fri 5	Sun 5
Tue 6	Fri 6	Mon 6	Wed 6	Sat 6	Mon 6
Wed 7	Sat 7	Tue 7	Thu 7	Sun 7	Tue 7
Thu 8	Sun 8	Wed 8	Fri 8	Mon 8	Wed 8
Fri 9	Mon 9	Thu 9	Sat 9	Tue 9	Thu 9
Sat 10	Tue 10	Fri 10	Sun 10	Wed 10	Fri 10
Sun 11	Wed 11	Sat 11	Mon 11	Thu 11	Sat 11
Mon 12	Thu 12	Sun 12	Tue 12	Fri 12	Sun 12
Tue 13	Fri 13	Mon 13	Wed 13	Sat 13	Mon 13
Wed 14	Sat 14	Tue 14	Thu 14	Sun 14	Tue 14
Thu 15	Sun 15	Wed 15	Fri 15	Mon 15	Wed 15
Fri 16	Mon 16	Thu 16	Sat 16	Tue 16	Thu 16
Sat 17	Tue 17	Fri 17	Sun 17	Wed 17	Fri 17
Sun 18	Wed 18	Sat 18	Mon 18	Thu 18	Sat 18
Mon 19	Thu 19	Sun 19	Tue 19	Fri 19	Sun 19
Tue 20	Fri 20	Mon 20	Wed 20	Sat 20	Mon 20
Wed 21	Sat 21	Tue 21	Thu 21	Sun 21	Tue 21
Thu 22	Sun 22	Wed 22	Fri 22	Mon 22	Wed 22
Fri 23	Mon 23	Thu 23	Sat 23	Tue 23	Thu 23
Sat 24	Tue 24	Fri 24	Sun 24	Wed 24	Fri 24
Sun 25	Wed 25	Sat 25	Mon 25	Thu 25	Sat 25 <small>Christmas Day</small>
Mon 26	Thu 26	Sun 26	Tue 26	Fri 26	Sun 26 <small>Boxing Day (ex S)</small>
Tue 27	<small>MID-TERM Fri 27 BREAK</small>	Mon 27	Wed 27	Sat 27	Mon 27 <small>Christmas Day Holiday</small>
Wed 28	Sat 28	Tue 28	Thu 28	Sun 28	Tue 28 <small>Boxing Day Holiday (ex S)</small>
Thu 29	Sun 29	Wed 29	Fri 29	Mon 29	Wed 29
Fri 30	Mon 30	Thu 30	Sat 30	Tue 30	Thu 30
Sat 31	Tue 31		Sun 31		Fri 31









## Diary sections - Weekly planner

In this section, students are to record:

- Weekly priorities
- Daily subjects for the week
- Homework, tasks and assessments

Assessments are written in the Weekly Planner section of the diary over three weeks:

- 'Science Assessment in 2 weeks'
- 'Science Assessment due next week'
- 'Science Assessment due'

Parent/Guardian Signature

**Building Character & RESILIENCE**

"Because one believes in oneself, one doesn't try to convince others. Because one is content with oneself, one doesn't need others' approval. Because one accepts oneself, the whole world accepts him or her." - Lao Tzu

**Confidence**

What is it?  
In its most basic form, confidence is the belief that you have much to offer others, even though none of us are without shortcomings. That sense of self-trust develops into assurance that you can handle difficult and challenging situations. Confidence is seen in how we speak, hold ourselves and the impression that we leave people with, but it is not to be confused with arrogance or vanity, which is self-serving and off-putting.

What does it look like?  
Confidence is not loud or boastful; doesn't spend time thinking about self. Rather, it is the true conviction that we can all add value to the lives of others, use our talents to serve those around us and say the right thing at the right moment.

Why do we need it?  
Without confidence we set our goals too low and don't strive for excellence. This sells us short of the most fulfilling version of our lives. Worse, a lack of confidence leads to inaction. We need confidence because it allows us to believe in ourselves, overcome fear and stretch ourselves to achieve personal success as well as make others' lives better.

**LET'S ASK OURSELVES**

Most days, do I feel confident or uncertain?  
Do I find myself drawn to confident people?  
What's the difference between confidence and arrogance?

**School Events & Reminders**

**Monday 1**  
Labour Day (WA)

**Tuesday 2**  
RE due in 2 weeks

**Wednesday 3**

**Thursday 4**  
PDH due next week

**Friday 5**

**Saturday 6**

**Sunday 7**

**Tasks Due**

**THIS WEEK'S TOP 4 PRIORITIES**

1. Get feedback for PDH
2. MODULES x 3
3. POLISH MUSIC ASSESSMENT
- 4.

**March**

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**Subject**

**Homework, Tasks & Assignments**

**Due**

**MUSIC** \* DO FINAL DRAFT of ASSESSMENT

**RE** \* FINISH CLASSWORK - Q 2 + 3

**PDH** N/H

**MATHS** \* 20 MINS. ON NEW MODULE

**ENG** READ 30 MINS (NOVEL)

**SCI** - STILE REFLECTION - SEE CANVAS

**PDH** - READ OVER FEEDBACK- REDRAFT ASSESS

**MUSIC** SUBMIT ASSESSMENT

**ENG** FINISH CLASSWORK.

**RE** NO HOMEWORK - LOOK OVER ASSESS

**TECH** CONTINUE PORTFOLIO

**ENG** DRAFT TEEL PARAGRAPH

**SCI** N/H

**MATHS** FINISH OFF MODULE

**HISTORY** N/H

**TECH** N/H

**HISTORY** - SOURCE WORK - EXERCISE 1A + 2A

**ENG** - READ NOVEL

**MUSIC** N/H

**RE** START ASSESS.

**HISTORY** N/H

**MATHS** \* DO MODULE OVER WEEKEND

**MUSIC** N/H

**TECH** N/H

**SCI** N/H

**DO PDH OVER THE WEEKEND**

Parent-Teacher Home-School Communication

Diary Check ☒

Parent/Guardian: *Parent* Teacher: *Mr Smith*