

11th September 2009

Dear Parent(s) / Carer(s)

HOME – SCHOOL DIARY / STUDENT PLANNER SEPTEMBER 2009

We have issued your son/daughter with a Student Planner which is an important part of our commitment to help each student achieve their best. The Planner can help your child to be organised. It has a strong cover and very durable binding, so should last the full year without any problem. The cost to the School is £4.50 and we hope you feel that a voluntary contribution from you of £3.00 represents good value. The Planner should help students in the following ways:

- to know what lessons they have each day and therefore bring to school what they need
- to know what homework they have to do and by when
- to know the dates of holidays, training days and other events such as PSHE and careers interviews

Students need to be in the habit of using their Planner in each lesson, to record homework and other information. They will be asked to put their Planner on the desk at the start of every registration and every lesson.

Teachers and Tutors will want to use it with the student to ensure homework is noted down, to record house points and (if necessary) detentions, and to send important messages home. Tutors will aim to check the Planner at least once a week.

Parents can use it to record messages to teachers, (for example, difficulties with homework) or to record any authorised absences from school owing to illness or appointments. You will find our **Homework Schedule** elsewhere in this mailing.

Please encourage your child to make good use of the Planner. We find that students who make the best use of it are usually the ones who are also making the most progress in lessons. Please discourage inappropriate use – graffiti and other decorations create a bad impression, and bad habits can spread.

We would be grateful if you could check the Planner regularly and sign it every week.

We ask for a voluntary contribution of £3.00 (or whatever you feel you can afford) towards the cost of producing the Planner. The vast majority of parents are happy to do this. Please send cash or a cheque payable to “Macclesfield High School”, in an envelope marked PLANNER, and write the student’s name and form on the envelope. This should be handed in to the Finance Office or to the main School Office. Please also return the reply slip. Many thanks.

Yours sincerely



MRS A DUTOY
Deputy Headteacher
Teaching and Learning



MACCLESFIELD HIGH SCHOOL
Arts and Technology College

Student’s Name **Tutor Group**

I enclose a contribution of £3.00 (or other amount) towards my son’s / daughter’s Student Planner.

Signature **(Parent / Carer)**