

Diary Pages

List of Contents

4 period day

5 period day

6 period day

8 period day

blank day

lined 5 mm

lined 7 mm

lined 10 mm

horizontal format - blank

horizontal format - lined

suggestions on usage

example

	<i>Mon</i>	<i>Tues</i>	<i>Wed</i>	<i>Thur</i>	<i>Fri</i>
1					
2					
3					
4					

	<i>Mon</i>	<i>Tues</i>	<i>Wed</i>	<i>Thur</i>	<i>Fri</i>
1					
2					
3					
4					
5					

	<i>Mon</i>	<i>Tues</i>	<i>Wed</i>	<i>Thur</i>	<i>Fri</i>
1					
2					
3					
4					
5					
6					

	<i>Mon</i>	<i>Tues</i>	<i>Wed</i>	<i>Thur</i>	<i>Fri</i>
1					
2					
3					
4					
5					
6					
7					
8					

	<i>Mon</i>	<i>Tues</i>	<i>Wed</i>	<i>Thur</i>	<i>Fri</i>

<i>Mon</i>	<i>Tues</i>	<i>Wed</i>	<i>Thur</i>	<i>Fri</i>

<i>Mon</i>	
<i>Tues</i>	
<i>Wed</i>	
<i>Thur</i>	
<i>Frid</i>	

Mon	
Tues	
Wed	
Thur	
Frid	

Suggestions on usage

A principal requirement for organising almost anything is a means of relating the activities involved to the time frame in which those activities must take place. The simplest way of doing this is by means of a diary which provides a space against each day and date.

Since the diary of a teacher will be mainly devoted to the work being done in the classroom and, for many, the day is divided into periods, it makes sense to divide and mark the diary pages off accordingly. The sheets provided here allow for 4, 5, 6 or 8 periods in a day - other than that the “blank day” can be used and ruled off to suit.

Having chosen the most appropriate sheet, and printed off one copy, it can then be personalised by marking in the details particular to the user. These could include: which classes are taught in which periods; which room is to be used (if it is not fixed); when assignments are to be given and collected; duty days; and any other items which are usually fixed by the time-table for the entire academic year. *There is an example of how a sheet has been “personalised” on the next page.*

Sufficient copies can then be run off (about 40?) to cover the year and the whole lot punched and put into a ring binder. Then, using a calendar (in conjunction with a list of term dates) all the days on each page can have their date written in. Space has been left immediately below the day-name for this - the ruled box is intended for any note that needs to be made particular to that day. Notes can also be entered as to other activities taking place like Sports Day, Parents' Evenings, New Entry Day and so on. And there are always the holidays.

It is most convenient if sheets are only printed on one side and used throughout as either left-hand or right-hand pages since this means that all facing pages will have one of them blank and provide plenty of space for extra notes. A space has also been left at the bottom of each sheet for this.

Not all the pages need to be the same. For instance, having put in 12 weeks of 6-period days to cover one term, it might be useful to put in (say) one of the horizontal format sheets to make a distinctive break and also provide space for “holiday” memos.

A useful addition is to put a calendar at the front. This is most easily done by getting the two appropriate calendars (to cover the academic year) from the calendar unit and putting them to face each other. Then everything is visible at a single opening. Some work with coloured pencils can make this spread even easier and more useful to read.

The use of the Diary can be extended by putting all the necessary recording sheets at the back. Even planning sheets, or a set of monthly sheets, or an accounts sheet might come in useful. These could possibly be done on a differently coloured papers. With the flexibility of a ring binder, the really personal organiser becomes a reality.

Though a ring binder is the easiest way of keeping all this together, the wear and tear associated with a lot of handling shows after a while. This can be reduced by using a 4-ring binder rather than the more usual 2-ring variety. A comb binding is better still, but this requires a lot more work, and its semi-permanent nature reduces the flexibility of the system.

Example of a 'Master Page' made up to match the time-table of one individual

	Mon	Tues	Wed	Thur	Fri
		<i>Duty day</i>	<i>Yr 10 Assembly</i>		
1	<i>10 - Set 3</i> <i>Hw -</i>	<i>11 - Set 1</i> <i>Hw -</i>	<i>9 - Set 4</i> <i>Hw -</i>		<i>10 - Set 6</i>
2	<i>11 - Set 4</i>	<i>7 JF</i> <i>Hw -</i>	<i>11 - Set 1</i>	<i>10 - Set 6</i>	<i>10 - Set 3</i>
3	<i>9 - Set 4</i>	<i>11 - Set 4</i> <i>Hw -</i>	<i>10 - Set 3</i>	<i>8 SW - Room 17</i>	<i>9 - Set 4</i>
4	<i>10 - Set 6</i>		<i>11 - Set 4</i>	<i>11 - Set 1</i>	<i>7 JF</i>

Table-tennis Club